**Makerspace Implementation Task Force Meeting Minutes**February 6, 2018

Meeting convened at 11:03am

* Introductions
* Meetings (Volunteered by EK, each meeting will have a volunteer for note taking)
* Purpose of task force: identify and make decisions regarding the implantation of the makerspace in Mcintyre Library
* Funding still needs to be finalized, a proposal to obtain further funding from Student Office of Sustainability (SOS) will be happening
* S Drive is established for task force with documents for all agenda items
* Meeting frequency discussed—decided upon every other Tuesday at 11a
* Overview discussion on all agenda items
  + Open Hours
    - When to open makerspace (officially or soft opens)?
    - Facilities must be determined first before the space can be opened
    - Discussion on how to staff—volunteers, student workers, existing staff (TBD)
  + Materials
    - Discussion on examples of other makerspaces and how they charge/don’t charge for materials used
    - Possibly solicit and communicate a need for donations of materials
    - 3D Printer policies discussed
      * Tentatively planning a hybrid offering of printing services and training to use the 3D Printer
  + Funding
    - Approved by ITC for renovation of space and safety materials
    - Logistics for funding/accounting needs to be worked out
  + Safety
    - Safety culture is incredibly important
    - Policies will need to be constructed for safety
    - Training/certification/waivers for workers will need to be determined
    - Identified needs for determining and displaying safety protocols

Action Items

* Contacting in regards to Accounting—JM and TA
* Contacting Risk Management and Safety – DH
* Contacting Facilities – JM will discuss with Unit Head
* Working with Access Services to remove carts currently in future makerspace location – EK

**Makerspace implementation Task Force Minutes**

February 20, 2018

1. Approved minutes form last week
   1. Feb 6th, Approved
2. SOS budget proposal
   1. Voting 2/20/18
   2. Katrina – senses pushback from other members
      1. Negotiate removal of non-sustainable equipment
      2. PLAI
      3. Filament Recycling
3. MakeUWEC will be meeting every other Wednesday
   1. Starting 2/29
4. Updates
   1. Safety – Risk Management & Safety, No response
      1. List of questions for them
      2. Lab manager of Phillips, TH
   2. Purchasing
      1. Waiting for a reply
      2. Separate account (JM), talk to accountant
   3. Facilities
      1. Contacted facilities
      2. Request for estimate on the 15th of December
      3. Awaiting reply
      4. Contact Surplus Store
   4. Cart Removal
      1. Done
      2. Room is now functional
      3. Tables and Chairs?
5. Next Goals
   1. Safety
      1. List of questions emailed to loss prevention
      2. See Safety Doc.
      3. Contact other libraries with makerspaces for guidance
      4. Card-swipe entry too expensive
   2. Hours
      1. Push soft opening at the before the end of 2018 spring semester

*Aside: Maker space name and logo (see marketing section)*

* + 1. Events
       1. Academic
       2. Sparking interest or Training?
    2. Student availability
  1. Support
     1. Solicit support form faculty, staff, and students
     2. Realistically, Faculty will not be integrating the makerspace into their curriculum by the 2018 Fall.
     3. Reaching out those on UWEC campus who are interested in a makerspace
        1. Use those who have already shown interest to plant seeds of interest
        2. News letter
        3. Email distribution, Mail listing
        4. Write for makerspace on Off-The-Shelf
        5. CETL
           1. Professional development form faculty and staff
           2. (JM) Talk to CETL Director
     4. Advertise before opening
  2. Funding
     1. Where can we solicit money, and from whom?
     2. Separate account for the makerspace
        1. Donations sent directly to the makerspace
     3. Amazon affiliate link
        1. 136 revenue account
     4. Creative funding techniques
        1. Bill of Materials, with appropriate links
           1. Commission
     5. Check with Accounting dept
     6. Invite Accounting to a future meeting (JM)
     7. Crowd funding, Foundation account, Go-fund-me campaign

1. Marketing
   1. Non-binging crowd name
   2. Makerspace table in Davies
      1. After spring break
      2. Meeting designated to planning our table
      3. After spring break (3/19-3/23)
      4. Once we are fully funded
      5. Gather Names – polling software (BG)
         1. Doodle?
         2. Volume one
         3. (JM) Talk to KH
      6. (AK) Table reservation [early to mid -April]
      7. (EK) consider google forum
      8. Talk to EJ to reserve The HUB
      9. Signage
2. Adjournment

**Makerspace Implementation Task Force Meeting Minutes**March 6, 2018

Meeting convened at 11:03am, Minutes from 2/20 approved

Announcements:

1. On March 5, Student Senate voted unanimously to approve the funding stream from SOS to the Makerspace.
2. MakeUWEC is now meeting in the Makerspace. They met there last Wednesday (2/28/18)
   1. Approved option for students to meet there as long as Facilities is not actively renovating the space
3. DH and JM met with chair of Art & Design.
   1. Discussed possibility of collaborating on a project for Continuing Education to provide a space for 6th graders. This would involve a couple hours a week where Art would supervise the space
   2. Discussed possible collaboration with a fall class to develop a marketing logo for the Makerspace
4. Jill met with a graduate student who may be interested in developing a marketing strategy for the Makerspace as a practicum project. More information will be forthcoming

Updates:

1. AK: TH is willing to provide advice for planning the space and safety of the makerspace
2. DH: Loss Prevention & Safety will be present at the next Makerspace Implementation Task Force meeting (3/20/18) to discuss safety procedures and requirements
   1. **ACTION ITEM:**  DH will gather the safety information we have gotten together and send it to LP&S for review by the 26th. He will send a reminder email to the task force before sending it on for final additions.
3. JM/TA: Met with JK about funding stream consolidation. The funding from SOS and ITC will be maintained in separate streams assigned to DH. ITC funding will need to be resolved prior to end of fiscal year (7/1/18), not accounting for the purchasing blackout period
   1. **ACTION ITEM:** JM & TA will work with JK to set up the streams and hand them over to DH to begin purchasing
4. JM: No update on CETL meeting
5. JM: No need to invite JK to a task force meeting
6. BG: Reviewed multiple options for polling software to use for collective project to name the Makerspace. Suggested a 2-phase procedure of gathering names and emails of interested parties, then sending those parties plus others we have identified, a list of the 10 best name options selected by this task force for final naming choice. Combination of Qualtrics and Google forms seem the most reasonable tools
   1. **ACTION ITEM:** BG & EK will collaborate on a method for gathering name suggestions and emails and creating the official naming survey for distribution. This final distribution will also prompt for open hours in the Makerspace to gather suggestions
7. AK: Table reserved in Davies Center on 4/5, from 10-2. This will be used to demonstrate some of the opportunities for students that will be available at the makerspace
   1. **ACTION ITEM:** AK will approach DB about lending 3D printer to display on table
   2. **ACTION ITEM:** EK will bring in personal crafting supplies to display on 4/5

New Business

1. Reviewed safety document for any information we would like to send to Loss Prevention & Safety.
2. Prioritized purchasing to focus on ITC generated funding stream as soon as plausible. With this funding ending on 7/1, losing it becomes a serious issue. This funding is mostly on Safety and space remodel.
   1. **ACTION ITEM:** JM will work with Unit Head to attempt to get Facilities attention
3. Marketing talk
   1. Off the shelf has been provided with some information on the Makerspace to share with the greater library community
   2. We will attempt to use what we have for advertising signage for the makerspace at this point
   3. The Hub has been reserved by the library for the on 4/3 and we have been offered space to share some of our information
      1. **ACTION ITEM:** DH will add another meeting for the task force on 3/27 to plan for the Hub (3/3) and student table (3/5) presentations

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**Makerspace Implementation Task Force Meeting Minutes**March 27, 2018

Meeting convened at 11:00am, Minutes from 3/20 approved

Topics Discussed

**Makerspace web page**: It is up and available for viewing  
<https://www.uwec.edu/library/aboutus/makerspace.htm>

**Naming Survey:** Ready to go out.  
Full URL: <https://uweauclaire.qualtrics.com/jfe/form/SV_2shCzE2ATyOw77T>  
Short URL: <https://goo.gl/KxS8DM>

**Marketing**: Best bet is to publish an Athena article introducing the Makerspace and use that article to reach out to IMC, Spectator, and Social Media.  
Second phase will take place early the week of 4/2 and will consist of a social media push of the Naming survey.

Action Item: DH will write brief article for Athena and share with group for approval by 3/30  
Action Item: DH and EK will work on finalizing an image for Athena blurb  
Action Item: DH and BG will create Athena article  
Action Item: BG will communicate Athena article and offer for information to the Spectator and IMC contact (MK)

**The Hub**: EJ has scheduled us in the hub on 4/3. We will use this as an opportunity to increase awareness of the Makerspace and solicit name suggestions.

Action Item: EK will bring in cloth and a craft-cutter thing to display  
Action Item: EK will create a marketing banner based on the #9 slide in her PowerPoint examples to display at The Hub.

**The Table**: We have reserved the table in Davies from 10-2 on 4/5 for promoting the makerspace. Another opportunity to promote the makerspace. We will use the table top trifold and a 3D printer from DB to help us.

Action Item: AK will verify with DB about the printer  
Action Item: EK will work with the group to get the pamphlet and trifold up-to-date  
Action Item: BG and EK will get some iPads together to facilitate on-site voting for the name

Meeting adjourned at 12:11pm.

Minutes: 4/17/18

Approved minutes of 4/3/18

AK- Send TH our safety list

Last week’s recap:

* Table in Davies was a success, more successful than the hub
* Qualtrics survey – 6 respondents
  + Consider a larger sample pool
  + Variety of majors
  + Sub set questions in the name selection survey
* New names from the naming survey on the Survey
  + AK: The DREAM lab
  + BG: Maker Lab
  + EK: MakeSpace, S[AND]box
  + DH: McIntyre Library Makerspace
  + TA: MakeUWEC,

Advertising

* Pancake day table (May 14) DH – run this by EJ, AK may volunteer
* Name survey on Facebook

Update on Admin. Decisions

Makerspace Coordinator

* DH?

Student Staffing

* None, “Inside” staffing to start

Open Hours – Dependent on staffing

Budget, we may have a budget

How to get more people involved?

Reach out to Art and Design at UWEC.

DH – Purchasing

Next meeting (May 1st)

Makerspace Implementation Task Force Minutes

April 3, 2018

We met in The Hub in Davies. Most of us were already present there, representing the Library, its resources, and the Makerspace

We approved the Athena article as DH wrote and EK modified

We will use the images EK provided, possibly with some cropping to get a short, wide image

Action Item: BG will submit the article to Athena and the Spectator

Action Item: BG will work with JV to get the article on Library social media

The L.E. Phillips Public Library Dabble Day will be June 2. DH, JM, and EK will represent the McIntyre Library Makerspace.

Action Item: EK will think of some creative ideas for Dabble Day activities

Action Item: DH will work with KD to start acquiring old journals/magazines for project materials

Action Item: JM will start devising a sign to solicit donations

Action Item: DH will email all staff about the Makerspace naming survey

Action Item: JM will email liaisons about the Makerspace naming survey

Action Item: DH will work on getting a follow-up social media post specifically about the naming survey, targeting Monday 4/9 or Tuesday 4/10

Action Item: DH will contact Loss Prevention & Safety and TH (via AK) about safety issues

Action Item: DH will check with JB about donation policy

We agreed that all items on the purchase list should simply be purchased. We will not hold back on purchasing in the hopes that donations will supply the items.

**Makerspace Implementation Task Force Meeting Minutes**May 1, 2018

Meeting convened at 11:04am, Minutes from 4/17 approved

Updates:

* AK shared our list of safety questions with TH, who will get back to us with some responses
* EK brought in some example crafts for the Dabble Day in addition to a “handtool petting zoo” (ex: using a hammer to drive a nail into a stump)
* Naming survey is ongoing, getting good responses.  Voting will go through Monday 5/14
  + DH spoke with EJ about having a makerspace presence during the Pancake event
    - Both MakeUWEC students and library staff (BG/EK/DH potentially) will be helping promote makerspace and getting survey responses
  + During the task force meeting on Tuesday 5/15 we will select a final name for the makerspace and broadcast before the end of finals week

New Business:

* Staff Professional Development sessions
  + Potential to create an interest inventory (staff/faculty who would be willing to teach, participate in sessions on topics, etc.) and solicit materials donations.
  + Will be best to provide options for team building and creative problem solving
    - **Action item:** DH and EK will work together on developing the two sessions the makerspace has signed up for
* Space organization in makerspace
  + Door/shelving will be removed from closet in makerspace and the metal shelf moved in (to make more space in the room)
  + Organizing in storage room to make some room for makerspace materials
    - **Action Item:** DH and TA will work with EJ and Technical Services to reorganize the storage closet to accommodate makerspace materials
* Donation Drives
  + Creative endeavors in the makerspace will be materials heavy, donations may be a way to help this
  + Need to talk to Foundation and determine a collection development policy
  + Technical Services creates valuation of all donations
    - **Action Item:** Jill will determine if Foundation needs reports on the value of donations
  + Promotion options
    - Small fliers for University Staff Professional Development day (emphasizing SOS connection)
      * **Action Item:** EK will design a draft flier that can be edited with policy information before the event
    - Maybe in the future, reaching out to faculty/staff + IMC in the future
    - Library Athena story soliciting donations for materials and equipment with a specific contact person (after name announcement)
    - Reaching out to Third Ward via Facebook? Craft stores for donations?
* Art/Design Student Outreach
  + - **Action Item:** JM will contact CT about how to reach art students
    - Other possible avenues
      * Art student group – Contacting to suggest a joint meeting or partnership with Make UWEC?
      * Communicating Make UWEC meetings/events through our library social media to encourage attendance
      * Student Services fair?
      * Future involvement in Just Bag It event?
      * Reach out for faculty meeting in fall (similar to interest group meeting held during proposal stage)
      * Work through the liason structure to garner interest
      * Include information in weekly Blugold FYI
    - Makeup Proposal
      * Compiled and proposed by TA
      * Discussed potential issues
        + Consumables – Makeup will need to be replenished
        + Portability – Will it need a fixed spot or could it be moveable?
        + Funding – Options available for seeking funding from grants or other depts.

**Action Item**: TA will work in the fall with departments to seek partnerships

* + - * A great idea for expansion once we are established
    - Make UWEC
      * Make UWEC will be applying for student organization status
      * Student driven organization, not only about content
      * Makerspace is a collaborative operation within the library, and the student organization can utilize the space

**Makerspace Implementation Task Force Meeting Minutes**May 15, 2018

Meeting convened at 11:04am, Minutes from 5/1 approved

* TH got back to AK with some info about safety precautions in lab areas
  + **AI: AK will forward this info to DH**
* Dabble day ideas: DH wants a tool petting zoo, Erin will be running a taper craft
* Staff professional dev day split in twain
  + Morning: Tech team building with spaghetti and marshmallows (that should not be spelt with an a. it’s wrong in my head.)
  + Afternoon: Craft projects
    - **AI: EK will think up some projects for the afternoon**
* Shipments of equipment supplies have begun rolling in. We are unpacking and shelving as they do
* Naming survey: Successful pancake event more than double our total number of participants.
  + 200+ students took the first part, and 70+ advanced to phase 2 for more in-depth questions
  + We have selected a top 5
    - **AI: JM will use her directorial powers and conversations with other staff and IMC to select our winning name from these 5 options**
* Cleaning out the storage room
  + **AI: TA, DH, & BG will do this someday**
* Donation drive for tools and materials.
  + Add to blugold insider and possible some FB groups to draw attention to it and suggest contacting DH about donations
  + **AI: Athena article by Brad? I forgot if we actually decided on anything concrete here**
* Closed out the meeting by reviewing some possible policies for safety, security, and access

**Makerspace Implementation Task Force Meeting Minutes**May 29, 2018

Meeting convened at 11:02am, Minutes from 5/15 approved

* Updates
  + Name – **Action Item:** **Jill will follow up with IMC on suggested name selection**
  + Dabble Day
    - Most likely will have electricity
    - Parent permission needed for tool use, must be supervised
    - DH has stumps/tarp/newspaper/broom/dustpan/nails/screws for the event
    - Donation flier for event
      * **Action Item:** **Info will be added to the draft flier and printed for Dabble Day and University Staff Professional Development Day**
    - **Action Item:** **DH and EK will meet up to plan specifics for Dabble Day**
  + Storage Room cleanup
    - 90% is R&I storage
    - Records will for sure be relocated, old yearbooks may be moved into Tech Services
  + Facilities/Accounting
    - Quotes incoming by the end of week
    - Work is scheduled for August
    - **Action Item:** **By August makerspace materials/furniture will need to be moved out—102 and/or 105 will be used as storage**
      * **Action Item:** **EK will pull 102 from circulation for temporary makerspace storage**
    - Purchasing is finished for this fiscal year
    - Accounting—remaining balance of 102 account needs to be encumbered for faciltiles work
      * **Action Item:** **JM will follow up with Facilities on this accounting balance**
  + Discussion on sharing projects (social media? Liason structure? Exhibit case for makerspace?)
* Policies Discussion
  + Staffing
    - Staffing levels will determine what the makerspace can be open, staffing also pertains to pop up hours and events
    - Topic will be raised at all staff meeting (6-12) and supervisors’ meeting to encourage staff who are interested in working/staffing the space
      * **Action Item:** **JM will email staff first**
    - An expertise inventory will be compiled, report on who can help with what
      * **Action Item:** **BG will investigate badging and training for staff**
    - Fixed scheduling + additional offerings as availability changes
    - McIntyre Library summer conference offering training sessions?
    - Volunteers
      * Pro: increased access to space, time to work on projects
      * Email interest group / MakeUWEC for volunteers?
      * Need to evaluate reliability
    - Paid staff/students
      * Work can be done while staffing the makerspace
      * Learning use of equipment counts as professional development
    - Expectations of workers document
    - Potential to curate resources for use of things (youtube videos, tutorials, etc.) to assist when staffing may not know everything
  + Waiver
    - Need to get ahold of legal before constructing a waiver
    - TH’s response was not definitive
      * **Action Item:** **EK will find some example waivers for comparable university makerspaces**
      * **Action Item:** **JM will contact Loss Prevention and Safety**
  + Future discussions to be had on policies, what to include in specific policies/waivers, and where the appropriate place to post these policies

**Makerspace Implementation Task Force Meeting Minutes**June 12, 2018

Meeting convened at 11:02am, Minutes from 5/29 approved

* Updates
  + Dabble day and professional development days were successful
* Makerspace Staffing
  + Staff will be asked to staff the space for safety and training of patrons. They don’t need to be experienced, just safety conscious and able to track when people come in and what they use.
  + A doodle poll will be sent out to try to get library personnel involved.
    - Poll will be for a semester, with the intention of getting base hours for the makerspace to be open
    - Non-standard open hours can be negotiated based on respondents that can’t commit to an entire semester
    - **AI: DH will prepare and send out doodle polls to gather this info**<https://doodle.com/poll/9dn27wv55iasc3w5>
  + Students can volunteer to staff in conjunction with other staff being present
  + Some student work hours may become available in the future
  + Service Learning credit may allow for paid student staffing on a project basis
    - **AI: JM will contact BW about this possibility and steps that need to be taken to make it happen**
* Policies Discussion
  + Makespace Patrons: Limited to University affiliates
  + Waiver: Not sure what is needed for this
    - **AI: DH will contact Madison’s legal team for more information**
  + 3D Printing as a Service:
    - 5 cents/gram is industry standard that we will attempt to emulate
    - Costs incurred with the makerspace will be assigned via ALMA to the patron, and payments will be handled at Circulation as a standard fee
    - Print jobs will be forwarded to the Systems team for processing and approval

**Makerspace Implementation Task Force Meeting Minutes**June 26, 2018

Meeting convened at 11:04am, Minutes from 6/12 approved

* Announcements
  + A name has been officially selected—the Blugold Makerspace
  + 3D Printer has arrived and has been assembled/tested (example prints were shown)
    - Enclosure is likely necessary to prevent damage to the machine and injury/burns to users
    - Discussed options for purchasing an enclosure or materials to make an enclosure
* Updates
  + Makerspace Staffing/Doodle poll
    - Email list with staff for the makerspace has been created (lib.makerspace.staff)
    - 5 participants currently
      * **AI:** DH will enter those times into an outlook calendar for the makerspace hours, and remind library staff about signing up for staffing hours
    - Discussed possibility of hiring a student
    - Start with primarily one person staffing, and we can evaluate after
  + Service Learning Opportunities
    - **AI:** JM will contact BW about possibilities for service learning projects in the makerspace
  + No update from facilities on quote for space renovation
    - **AI**: JM will contact facilities for any updates on progress
  + No update on loss prevention for waiver needs
* Makerspace Events
  + Event focus will be primarily located in the makerspace
  + Folder for event documents is on the S drive
  + Majority of events initially will be solicited from library staff and MakeUWEC students
    - **AI:** DH will send out emails to library staff, MakeUWEC students and interest group regarding events
* Makerspace Presence at Summer Conference
  + Date of conference TBD
  + Discussed possibility of an open house promoting the makerspace, VR Lab and Audio Lab ; offering opportunities to demonstrate, try out equipment, and observe equipment/skills
* Door locks
  + Staff have keys that will open the room
  + Future options for student workers if need be (Writing Center has a key at the circ desk with a list of workers who can take the key, key cabinet in the back for employees, etc.)

**Makerspace Implementation Task Force Meeting Minutes**July 17, 2018

Meeting convened at 11:04am, Minutes from 6/26 approved

* Announcements
  + Stout librarians would like a tour of our VR/Audio labs prior
  + WAAL local visit may be canceled
* Updates
  + Makerspace Staffing
    - Results are in, and we have several staff members interested in participating. DH has a preliminary schedule for fall 2018
  + Service Learning Opportunities
    - BG and JM can log in and create/mentor these projects from previous permissions: <https://servicelearning.apps.uwec.edu/>
    - Projects are short term, so this isn’t really an option for students staffing the space
  + No update from facilities on quote for space renovation
    - **AI**: JM will contact facilities for any updates on progress
  + Loss Prevention & Safety
    - JM and DH met with them and had a productive time
    - Most of our questions were answered, but they will need to inspect the space to finish
    - Campus lawyer will put together a waiver
    - All signs from them point to an emphasis on training and safety as being primary concerns
  + Makerspace Presence at Summer Conference
    - Event will take place on 8/14 and invite most of campus
    - An open house will be taking place around the lunch hour, and we should set up our makerspace portables to demo them then
    - Serger, sewing machines, silhouette, 3D printer, Wacom tablet, and VR setup should all be rolled out
    - EK has a template for a flier to share at the event
    - **AI:** EK will send it around for group final approval, then work with TA to get some printed up
* Safety & Training
  + Discussed tactics to use for documenting and disseminating safety/training materials
  + How do school shop classes do this?
  + **AI:** EK will dig into this and see what is available at schools for training and safety documentation
  + Suggested that most items have a relevant “Specialist” that will document suggested safety and training materials

**Makerspace Implementation Task Force Meeting Minutes**August , 2018

Meeting convened at 11:04am, Minutes from 7/17 approved

* Announcements
  + JM: We are on facilities’ schedule for this month
  + DH: met with Facilities (who is in charge of the makerspace work project)
    - AI: DH will contact Facilities about their work.
  + JM: DS (an Alumni interested in makerspaces) contacted JM about consulting/doing some kind of
    - Funding sought from ORSP for a workshop or event, maybe a reception or something tied in with grand opening--will find out near the end of August
    - AI: JM will communicate with DS, will let makerspace committee know his commitment
    - Tentatively figuring on some kind of event for 9/21
* Updates
  + Makerspace presence at Library Summer Conference + After Dark
    - Event will take place on 8/14, has been advertised to campus
    - From 1:15-3:30 is the services open house
    - BG will be demoing the VR Lab, DH will be demoing the 3D printer and Wacom tablet, EK will be demoing the sewing machine/serger/silhouette
    - Small informative fliers (approved by group) will be printed and available for promoting the Audio Lab, VR Lab, and Makerspace
    - At After Dark—VR will be in 2033 (classroom off the breezeway, adjacent to pizza) and DH will be running a makerspace presence
  + Posters in makerspace
    - Discussed options for advertising safety / maintenance of space in the room
    - Possibility of large (hard-copy) posters purchased, using paint on walls/cabinets, and vinyl cut-outs to enhance the space
    - Potentially having a physical board with projects that students have made
  + Makerspace Calendar is up and public in Outlook (Library Makerspace)
  + Training makerspace staff
    - Discussed the need for equipment-based training, and offering 30-60 min sessions on policies for employees
    - In late August, we will offer training for makerspace staff
    - Also briefly discussed
    - **AI**: DH will contact ST in Math about potential fabric donations
    - **AI**: EK will work on constructing how-to guides for beginners to buy fabric for projects (fabric will likely be a supply that users of the room will be supplying on their own, and may need guidance)
* Safety & Training
  + DH, BG and EK drafted safety documentation template drafts. AI: DH/BG/EK will work together to standardize equipment-specific documentation for makerspace
  + Discussed possibility of having users sign off on safety, based on a designated level of safety requirements
  + We will need to identify equipment that needs training, and draft a document for that training
* Future of makerspace/task force
  + Tentatively planned ribbon cutting ceremony on 9/21 (TA has a big ribbon, will need a scissors. 3D Printed maybe??) – potentially getting Make UWEC involved
  + Makerspace folder for documents will be moved into the main level for a ‘functional unit’
  + **AI**: EK will work with JV to add a makerspace presence to Pinterest (as a start to bookmarking maker resources)
  + Will add makerspace staff to future meetings
  + Will be meeting on 9/4

**Makerspace Implementation Task Force Meeting Minutes**August 21, 2018

Meeting convened at 11:04am, Minutes from 8/7 approved with a slight change

* Updates
  + DS + Grand Opening
    - Event will take place on Friday, 9/21
    - Plan is for Sumner to present and have a gathering to celebrate the new space
    - ORSP funding decision will be made on 8/28 for event support
    - **AI:** JM, DH, BG, EK, JV will form a subcommittee to handle event planning and communication. Contact JM f you would like to be involved.
    - **AI:** JM will set up a meeting for the subcommittee when we receive notification from ORSP on funding decision
  + Safety + Training
    - Reviewed template for safety and training sheet
    - In actual use, the safety, PPE, and device use of equipment should be reviewed with each patron every time.
    - **AI:** DH will check with the safety crew about “suggested” PPE
    - **AI:** DH will investigate the phone situation in the makerspace
* New Staff
  + DH reviewed resources and expectations for the new staff in the makerspace
    - Resources:
      * [\\staff.uwec.edu\libsh$\Makerspace](file:///\\staff.uwec.edu\libsh$\Makerspace)
      * *Library Makerspace Schedule* is a calendar for tracking hours and staffing in the makerspace, and can be added to your outlook via the directions in S drive’s All Staff/Documentation folder
      * [Lib.makerspace.staff@uwec.edu](mailto:Lib.makerspace.staff@uwec.edu) is the appropriate mailing group
    - Expectations:
      * Be aware of safety concerns on tools as they are in use and make sure nobody hurts themselves
      * Track usage of the space so we can rationalize its existence
      * Send out requests for help if you can’t help the maker directly on their project
      * Be there when you said you will. If you can’t, send an email to the above email group
* Notes at the end
  + Children: not safe in the space
  + Makerspace is limited at this point to the campus community. Others can use it on invitation or with a member of this community, but not on their own
  + Books: We should get some.
    - **AI:**  JM will work on the funding for a small book/magazine collection for the space based on the suggestions on : [S:\(Groups And Committees)\Makerspace Implementation Task Force\Book Recommendations.xlsx](file:///S:\(Groups%20And%20Committees)\Makerspace%20Implementation%20Task%20Force\Book%20Recommendations.xlsx)

**Makerspace Implementation Task Force Meeting Minutes**September 4, 2018

Meeting convened at 11:02am, Minutes from 8/21 approved

* Announcements/Updates
  + DS + Grand Opening
    - Event will for sure take place on Friday, 9/21
    - Funding from ORSP for honorarium ($500) and supplies ($240)
    - Committee will be meeting to plan the grand opening event
  + Facilities
    - The floors and abatement have been finished, still in progress: hanging the whiteboard, electrical/data/wifi, painted cabinets, and door changes
    - No specifics on when everything will be finished for sure
  + Fines and Fees method for charging for materials (3D Printing specifically for now)
    - Reviewed template for safety and training sheet
  + Books in the Makerspace
    - Recommended book purchases will be paid for with Foundation funds, which TA will purchase
    - The location in Alma will be Makerspace with a policy similar to Reference (non-circulating, not loanable via ILL/Resource Sharing, but exceptions can be made if needed)
    - CB would be the contact for potential subscription to Make magazine
  + No update on if Suggested PPE is necessary in safety documentation
* Assessment discussion
  + Discussed workflow for when a makerspace user comes in as well as tracking the usage of the space/equipment
    - Patron comes in, checks in with staff
    - If they are just gathering information/looking for a tour, this will be put into Gimlet
    - If they are looking to use equipment/materials, staff will swipe their card in the database and add usage in the database
  + Discussed requirements for identification (does it need to be a Blugold ID? Will a photo ID work? Can exceptions be made?)
    - AI: DH will check with Jill on requirement for IDs and checking in
* Other topics discussed
  + Studying in the space—need a policy?
  + Warning before close—30 minute
  + Storage for projects—designate a cabinet with a label noting that we are not responsible for lost/damaged materials and projects
  + Using Blusync or Alma for data gathering on makerspace users
  + A location for people who want to make suggestions or leave feedback on the makerspace
    - AI: DH and BG will create a location in Athena for suggestions and feedback in the makerspace for staff to direct users
  + Staff meeting for makerspace staff
    - Weekly for September
    - Meeting will be scheduled through Outlook
  + Projects for students – Brad will probably set up camera for 3D Printer
  + Due to space, makerspace hours will begin September 10, 2018
  + Mailing list—lib.makerspace.staff—should be emailed if you are sick, or if you have a scheduling conflict
  + AI: DH and BG will investigate communication on website
  + Using stand up signs for displaying hours
  + After Dark – planned for Wednesday. Makerspace will have a presence of setting items out, letting people use things
  + Staff Training – using safety training docs in makerspace
  + Soft opening of Makerspace on 9/10/18