

**QUEEN'S UNIVERSITY LIBRARY
LIBRARY AND ARCHIVES MASTER PLAN STEERING GROUP**

Minutes of Meeting

Monday, May 28th, 2012

Stauffer Library, Room 210

Present:

P. Banfield, K. Bell, M. Dineen, Y. Holland, S. King, X. Li, S. Maranda, S. Murphy, N. Petri, M. Scribner, D. Skillicorn, B. Teatero, M. Whitehead (Chair)

1. Welcome and introductions:

M. Whitehead welcomed and thanked everyone for their participation in the Library and Archives Master Plan Steering Group (LAMP). Introductions were made around the table.

2. Approval of Agenda:

The agenda was approved as circulated.

3. Background:

M. Whitehead provided the steering group with background on the creation of the LAMP project. The Library's Restructuring Action Plan that was created 2 years ago serves as the current strategic plan for the Library and includes development of a master space plan. It was the intention to align with the development of the new Campus Master Plan, and that process is now under way. As of May 1, 2012, the University Archivist began reporting to the University Librarian, and the Archives is also in need of a space plan. For this reason a master space plan for both the Library and the Archives is being undertaken as a single project.

a. Queen's Campus Master Plan Advisory Committee

M. Whitehead provided a brief overview of the activities of the Campus Master Plan Advisory Committee. The Library and Archives Master Plan planning process will be tied to the Campus Master Plan process.

b. Library space

M. Whitehead commented on the Library's space needs as described briefly in the terms of reference for the steering group. It is expected that the planning will include a review and analysis of all collection and public spaces, taking into consideration the services that are currently provided and those that may be provided in the future, with input from undergraduates, graduate students, faculty, staff, alumni and members of the public.

c. Archives space

P. Banfield provided the group with some background information regarding space challenges the Archives has experienced over the years, and emphasized that the space problem is now critical. They have outgrown their space in Kathleen Ryan Hall, and their storage facility at West Campus is at capacity.

D. Skillicorn asked if arrangements could be made for a tour of the Library and Archives facilities, including non-public areas.

Action: M. Whitehead will arrange with Office of the University Librarian staff and P. Banfield to schedule tour options for group members over the summer, and will send the group a link to the Library's Restructuring Action Plan.

M. Whitehead asked group members for any initial thoughts regarding the planning process or their interests in Library and Archives space. M. Scribner commented on some of the concerns raised by graduate students, specifically spaces available for graduate students and concern over the reduction of Library hours in the summer. M. Dineen noted that students appreciate the 24/7 opening of the Library during exam periods and appreciate the variety of study options available. Students are concerned about security within the Library (e.g. stolen laptops). S. King noted that the overarching question in this planning will be how we blend traditional print collections with the best of the digital future.

Action: M. Whitehead will send the group links to information on the recent Designing Libraries for the 21st Century conference, the Taylor Family Digital Library at the University of Calgary, a library project at North Carolina State University and a new learning spaces toolkit.

4. Review of Terms of Reference:

There was consensus that the terms of reference for the group were acceptable. M. Whitehead asked the group to consider further details regarding consultation, communication and alignment with the development of the Campus Master Plan. She noted that it may be desirable to strike subcommittees on particular topics, and asked the group to begin considering what those should be, for discussion at future meetings. She also asked the group to consider information gathering that could be done prior to the hiring of the planning consultant and what aspects of the project need to wait until that consultant is in place.

A discussion took place regarding communications and the web presence of the group. It was agreed that a blog would offer the best venue for communicating the progress of the group and soliciting comments (for example, like the Strategic Research Plan site). It was suggested that periodic 'banner ads' be placed on the Library's site as developments

occur. There was a question about the involvement of Marketing & Communications in the group's communications strategies.

Action: M. Whitehead will develop the group's project charter based on the terms of reference and include additional details such as communications plans. This will be reviewed by the group for further refinements.

Action: M. Whitehead will consult with the Discovery Systems group in the Library to set up a publicly accessible blog and a LAMP group listserv and group document space in QShare, and with Marketing & Communications about their help with communications, including alignment with Campus Master Plan communications.

Action: Group members will consider approaches to engagement and information gathering.

5. Discuss Request for Proposals:

a) Timeline:

M. Whitehead reviewed the tentative timeline for the Campus Master Plan:
RFP posted by Strategic Procurement Services – June 15th
Site visit – Week of June 26th
Confidential Meetings (tentative) – July 5th or 6th
Submissions due – July 18th
Evaluation and shortlist – End of July/Beginning of August
Interviews – September 5th or 6th
Target date to begin – October 9th
Preliminary Report to the Board of Trustees – May 2013 or September 2013
Final Report to the Board of Trustees – September 2013 or December 2013

Dates for the LAMP process will be similar, and confirmed following the next meeting of the Campus Master Plan Advisory Committee.

b) Introduction of draft deliverables and evaluation criteria for discussion at next meeting:

There was a review of the material provided prior to the meeting and a brief discussion on the process for weighting of the evaluation criteria, and the RFP process as a whole. M. Whitehead asked that members consider whether they would like to volunteer for a small sub-group to review proposals and shortlist and interview prospective planning partners.

Action: M. Whitehead will revise the deliverables and evaluation criteria based on comments from Eoin MacDonald, Director of Procurement Services, and anything further learned from the Campus Master Plan Advisory Committee's review of the Campus Master Plan deliverables and evaluation criteria. The revision will be sent to the LAMP group on May 30, a week in advance of the next LAMP meeting.

Action: Prior to the next LAMP group meeting, members will contact M. Whitehead if they are interested in participating in a sub-group that will conduct the evaluation of the RFP responses. If there are many volunteers M. Whitehead will select from them a cross-section of the membership.

For the next meeting members were asked to consider what might be helpful for the consultant to know, and how the committee might be involved. In a brief brainstorming the following ideas were floated:

- Use of charettes to elicit some blue sky thinking
- COU space guidelines
- Operating costs
- Past renovations and associated costs
- LibQual-QLC Comments
- Use of working groups or subcommittees
- Visioning exercise before or after a consultant has been hired-who will be involved
- Technology vision

Action: Members of LAMP should review the deliverables and evaluation criteria to ensure that all areas have been covered, and be prepared to discuss broad levels of importance of each area of criteria at the next meeting.

6. Other Business

None

7. Next meeting

The next meeting will be held on Wednesday June 6th at 1pm, Stauffer Library Room 210