

Minutes

MEETING OF THE LIBRARY AND ARCHIVES MASTER PLAN STEERING GROUP

June 6, 2012, 1:00 p.m.

Room 210, Stauffer library

1. Adoption of the agenda

Adopted as circulated.

2. Minutes of previous meeting

Minutes were accepted as circulated with one small amendment.

3. Draft deliverables and evaluation criteria for RFP

The group discussed the draft deliverables. Suggestions included references to accessibility, sustainability, equity and diversity, and flexible spaces, as well as LEED certification for any future construction projects. There was a discussion of IT and library spaces, and the importance of a technology vision for the library and how this should be clear in the RFP.

The committee agreed that there should be a section in the evaluation criteria for "Innovation".

The next step will be changes to the RFP as a result of these discussion. The document will then be sent to Procurement Services for vetting, and the final document will be circulated to the group.

4. Information gathering prior to planning partner hiring

The group agreed that we need the successful firm to provide input on information required, so there is not much work that can be done prior to hiring them. However, M. Osolinsky said that Campus Planning will review the current base building plans for all library locations to ensure that they are current with changes that may have been made over the last few years. The plans will be sent to N.Petri for review. Campus Planning will also check floor loading for Kathleen Ryan Hall and Douglas Library.

5. Communication and consultation prior to planning partner hiring

There was a brief discussion around planning for stakeholder interviews and who should be included in these interviews and sessions. This topic will be pursued further following the RFP process.

6. Other business

No other business was raised.

7. Next meeting

To be scheduled at a later date.