

Minutes

MEETING OF THE LIBRARY AND ARCHIVES MASTER PLAN STEERING GROUP

October 15, 2012, 10:00 a.m.

Room 210, Stauffer library

1. Adoption of the agenda:

Adopted as circulated.

2. Minutes of Previous Meeting:

Minutes were accepted as circulated.

3. Chair's report:

M. Whitehead reported that the Campus Master Plan is at a similar stage as the Library and Archives Master Plan process. Interviews of shortlisted proponents were completed in September, and negotiations are in process with the leading proponent.

4. Planning partner update:

M. Whitehead reported that we now have an agreement with CS&P, a firm based in Toronto, for the completion of the Library and Archives Master Plan. CS&P have experience in other projects on campus such as the MacDonald Hall renovations and Tindall Field, in addition to relevant library projects at a variety of other universities. Their partners in the LAMP submission are Reitch and Petch, a firm that brings a strong archival perspective, and Aaron Cohen Associates, library consultants who have extensive experience with research libraries around the world. The members of the evaluation team and others who also attended the interview were very impressed with this strong team. M. Whitehead thanked the members of the evaluation team (P. Banfield, Y. Holland, S.King,, N. Petri, B.Teatero) for all their work in the RFP process.

A kick-off meeting with the LAMP Steering Group is now being arranged for the first week of November. It will include confirmation of the meetings and consultations to take place during the project. In addition, there will be brief weekly "check-in" telephone meetings with project lead M. Whitehead and resources Y. Holland and N.Petri.

5. Communications and stakeholder consultation:

M. Whitehead reported on discussions with L. Peterson of Marketing & Communications, who had planned to come to this meeting but was unable to attend, and discussions occurring around communications for the Campus Master Plan. The steering group agreed that the campus communications for both projects should be coordinated through Marketing & Communications.

The steering group discussed the timing for engaging stakeholders. With the project scheduled to commence in early November, exams may be a factor in scheduling consultations. At the kick-off meeting there will be a discussion about stakeholder groupings and the number of meetings required.

The discussion then turned toward stakeholders to be involved in consultations. The following groups were identified:

- Queen's Learning Commons partners (Advisory Committee, Services Team, Executive Team)
- Student Affairs more generally (e.g. including Career Services)
- IT Services more generally (e.g. campus technology vision)
- Physical Plant Services, for facilities and accessibility
- Human Rights and Equity Offices
- Campus Security
- Archives staff
- Archives community stakeholders (e.g. City of Kingston, KGH, Frontenac County, Kingston Historical Society)
- Library staff (including all functional divisions as well as physical locations)
- Undergraduates: groups such as. DSE course reps, AMS assembly, ASUS, Health Sciences student councils
- Graduate students: School of Graduate and Professional Studies Council
- Faculty
- Faculties and their departments (very varied in Arts & Science)
- Library advisory committees
- Senate Library Committee
- Centre for Teaching and Learning
- Educational Technology Centre
- Continuing Distance Studies in Faculty of Arts & Science
- Teaching and Learning Task Force being formed by the Provost
- International Centre
- Office of the Vice-Principal Research

- Union Gallery
- Alumni
- Advancement
- School boards (Education/Teacher Resource Centre partners)
- University administration (Provost's Office, Vice-Principals Operations Committee)

The steering group agreed that there should be a combination of consultation methods, with some open invitation sessions, some focus groups and some ongoing input mechanisms for people who wouldn't or couldn't come to an event.

6. Other business:

No other business was raised.

7. Next Meeting:

To be determined with CS&P.