

# Minutes

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MEETING OF THE LIBRARY AND ARCHIVES MASTER PLAN STEERING GROUP

February 20, 2013, 10:00 a.m.

Room 210, Stauffer library

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**1. Adoption of the agenda:**

Agenda was adopted as circulated.

**2. Minutes of Previous Meeting:**

Minutes were accepted as circulated.

**3. Debrief on February 14<sup>th</sup> Workshop:**

M. Whitehead gave a recap of the workshop for those not present. This included a brief highlight of what CS&P has learned through the focus group meetings and interviews, their analysis of the physical facilities, proposed key principles and various scenarios for consideration. The steering group then reviewed the presentation given by CS&P at the workshop.

M. Whitehead advised the group that the Campus Master Plan steering group will be meeting the following week. At this point the concept of what will be where on campus is still unknown. The LAMP project needs to focus on what makes most sense for the library and the archives bearing in mind potential directions of the broader Campus Master Plan.

The suggestion was made that perhaps a risk matrix for the Archives would be helpful. This would examine the risk of remaining in the current location in comparison to the cost of change.

The group briefly discussed the options presented by CS&P at the workshop and what may or may not work within the context of the Campus Master plan results. What LAMP will need to do in the end is to provide specific scenarios at the end of the project, as the final recommendation of the Campus Master Plan Steering Group will not be known at that point.

The group reiterated some of the issues that need to be addressed, specifically print stewardship, the home of the Archives, impact of proposed moves to users and the cost associated with doing nothing versus making concrete changes in facilities and locations.

**4. March 4<sup>th</sup> Workshop:**

M. Whitehead reviewed the suggestions from CS&P regarding the next workshop, that it be a visioning session focused on what we want to gain by making changes. It was agreed that the workshop will involve only members of the LAMP steering group. It was felt that the steering group is the right size for good discussion, it was composed to represent stakeholder groups for such purposes and it has the accumulated understanding needed for the discussion.

**5. Other Business:**

None

**6. Next Meeting:**

March 18, 2013, 10am.