

## Library Project Committee Minutes, Friday October 5, 2001

**Present:** Sidney Aster, Julian Binks, John Browne, Seema Chawla, Sol Kessler, Joe Lim, Mary Ann Mavrinac (Chair), Bob McNutt (guest), John Percy, Catherine Rubincam (guest) June Seel (Secretary), Elizabeth Sisam, David Smith, Christian Szabo,

### Agenda:

#### 1) Review of Minutes

The minutes of the Friday September 28, 2001 meeting were accepted with the addition of the discussion about underground parking being added to the Technology Infrastructure section.

#### 2) Blackwood Gallery

Catherine Rubincam presented the report "A New Art Gallery for UTM". There was a wide ranging discussion covering the following: what a "Class A" art gallery meant and the associated costs; the possibility of deferring the A certification but laying the infrastructure for a Class A gallery and putting in the needed equipment later as they are doing at University College; how the Art Gallery would be separately funded; the location of the Art Gallery in relation to the Library; the need for special elevators; and, since this end of the campus would have a community focus with the addition of the Wellness Centre, a need for underground parking.

There seemed to be confusion about whether a separate project committee would be struck for the Art Gallery and whether this project would be costed separately. M. Mavrinac will refer this to Principal McNutt. E. Sisam recommended putting the gallery space plan forward, separate, but in parallel with the Library space plan. The Library design must allow for a possible Art Gallery.

With this suggestion, the report was accepted.

#### 3) Brief on Centre for Academic Technology Development

M. Mavrinac reiterated the issues concerning the CATD outlining the different functions and focus of the CATD in relation to a similar facility in the CCIT building. A discussion on the uses of the space in both buildings ensued. The CATD is to assist faculty in some aspects of their professional development as well as helping them to create course material that is pedagogically effective. J. Lim suggested that the CCIT facility would complement the CATD since there were several stations set aside for faculty use where faculty could apply the skills and knowledge that they acquired through the CATD if the CATD stations were in use. The need in general for more high-end computing areas on the UTM campus for faculty was discussed.

The following recommendations were accepted unanimously. They were:

That a separate Centre for Academic Technology Development be located in the new UTM Library to support faculty development of multi media and digital courseware, including six high end computing workstations configured to provide larger work areas for independent and assisted work.

That this Centre provide two offices for CATD staff.

That the core services and software include multi media and digital courseware design to:

- assist in the use of interactive multi media and digital courseware such as WebCT
- provide workshops and seminars focusing on hands-on skills development necessary to create courseware and online learning materials
- provide workshops and seminars on web-based technologies
- provide services on website planning, design and management and page authoring, graphic design, text conversion, java script, etc.

It is suggested that this core focus would be expanded in the future to encompass other support services in response or in anticipation of faculty and staff need.

#### 4) User Feedback

M. Mavrinac reported that user feedback was dropping and that there had been only 12 responses this week. The same themes - more computers, more quiet study space, café - were repeated in addition to a few more ideas.

## 5) Staff Space

M. Mavrinac presented the Brief on Staff Space. There was a discussion about how librarian and library technician jobs would change in the next 10 years. M. Mavrinac indicated that librarians would be doing more teaching and, with the integration of services, library technicians would be trained to handle more "ready reference" type questions and, though they would continue to handle Circulation type problems, routine transactions would be increasingly automated. The Library would be also offering more speciality services such as Real-Time Reference for remote users, GIS/Data and through the CATD.

It was recommended that we move the phrase "ranging in size from 11 to 18 nasm" from after 'Librarians' to after 'offices'.

The recommendations were passed unanimously with this change. They were:

That staff work areas be near or adjacent to natural light, and that private staff offices situated adjacent to windows have windows that can be opened.

That there be private offices ranging in size from 11 to 18 nasm for the Chief Librarian, Secretary (with a small reception area) and 12 full time Librarians.

That there be an open staff work area which physically parallels the Circulation, Reserves, Resource Sharing and Reference service areas on the Main Floor, allowing for a combination of clustered modular furniture and modular offices to be flexibly arranged for full time and sessional staff members in these departments. Staff work areas would range in size from 7-11 nasm depending on job function.

That there be a second open staff work area adjacent to or extended from the one mentioned above for Technical Services. Staff work areas would range in size from 9-11 nasm.

That there be ample work area and locker space for student assistants.

That there be a central area for staff photocopying, scanning and printing in the open staff work area.

That there be a Staff Room, easily accessible from the staff work areas on the same floor or by the elevator, and large enough to accommodate a gathering of all full time and sessional staff.

The Staff Room should have a small, equipped kitchen and private staff washrooms for males and females.

That in the event the Staff Room is not located on the same floor as staff offices, there be private staff washrooms for males and females adjacent to the main staff work area.

That there be a staff meeting room adjacent to the Staff Room with access to the kitchen, to accommodate between 12 and 15 people.

That there be one small storage room per floor.

That staff work space be ergonomically-friendly, comfortable, safe and functional to benefit efficient and effective work and to enhance morale. Notwithstanding the library's mandate to serve library users, staff are the heaviest users of the library. Their work space must support the service mission and contribute to an overall sense of well being in the workplace.

## 6) Design and Environmental Issues

M. Mavrinac presented the Brief on Design and Environmental Elements emphasizing the importance of a highly technological, safe and comfortable environment. The importance of good lighting, acknowledging that a library presents challenges to effective lighting design as use of computers and reading printed material require different types of lighting. E. Sisam suggested that different types of supplemental lighting

could be used.

A discussion on load bearing floors for future flexibility highlighted the expense of doing this in non-stack areas and the resulting need to have columns on the main floor to support these floors. It was noted that the basement would be an ideal location for compact shelving. It was agreed that the costs for load-bearing floors will be obtained in the initial costing with the understanding that costs may dictate the final plan. The issue of the Storage Facility for the University of Toronto Library (UTL) system was mentioned. M. Mavrinac just received a report, on behalf of Carole Moore, from a working group on space planning at UTL. She will report on this at the October 12 meeting but did mention the plan is based on a storage facility that can house 4 million printed volumes.

A discussion about elevators ensued, including how they are used in the existing library facility, who uses them, accessibility issues and the problems that occur an elevator is out of service for prolonged periods without a back up elevator. S. Kessler asked that 2 be costed in the library plan with the understanding that cost will dictate the final program.

The recommendations were accepted unanimously. They were:

That the physical environment including lighting, furnishings, flooring, HVAC, colour, accessibility, noise and security be emphasized in the design of the building and selection of materials to ensure functionality and the comfort and safety of users and staff.

That flexibility be a design premise including a minimum of load bearing walls, a modular design, HVAC systems which support multiple and unanticipated functions, load bearing floors, technological infrastructure for a ubiquitous computing environment and a minimum of architectural 'statements'.

That accessibility be a design premise through:

- the proper orientation of the building for ease of access to pedestrian, private vehicle drop off and pick up (people and books), public transportation, and parking;

- through interior way finding and sight lines, and a functional and convenient layout;

- interior and exterior signage;

- clear access to other floors, both by stairs or elevators.

That there be two elevators adjacent to one another, with one that is large enough to accommodate the conveyance of equipment and shelving, both with doors that open front and back to facilitate public and staff access.

That the access point for shipping and receiving of library material, computing equipment, furnishings, mail and supplies be located near services dependent upon this function and near the elevator(s) for access to the upper floors.

That there be a loading dock should there be a storage facility or art gallery in the new UTM Library.

That furniture be durable, comfortable and ergonomically sound, bearing in mind that users and staff will spend several hours at a time in the library.

That the selection of materials, furnishings, lighting and flooring be 'maintenance-friendly'.

That a high emphasis be placed on lighting, including quality, type and orientation that is suitable for the functions and tasks at hand.

That acoustics be emphasized to ensure that noise is minimized through the choice of materials, flooring and furnishings, and through the functional layout.

That safety and security be a design priority through clear sight lines to exits, open public areas, the choice of lighting and flooring, interior windows, security cameras in strategic locations, a public address system and emergency phones on each floor.

That the HVAC system be energy efficient, with an emphasis on proper ventilation, air filtration and

moderate, constant temperature and humidity.

That there be an ample amount of natural light in study and office spaces.

#### 7) Functional Relationships

M. Mavrinac presented the first draft report on the functional relationships for the library program on each of three floors. A concern was expressed that there should be staff on all floors partly for safety and partly to prevent vandalism. M. Mavrinac stated that staff would be on all floors during regular hours, but the upper floors would not be staffed during evening and weekend hours. She indicated that this was not unusual in a multiple story library building. It was clarified that the extended study use area on the main floor would be design with security infrastructure, including the possibility of staffing this location. A discussion about vandalism noted that vandalism in the library occurs even in a staffed area.

#### 8) Other Business

M. Mavrinac reported the following:

- that after a meeting with Gail Milgrom, it was determined that the recommendation of 1000 study spaces was in concert with the COU standards and 50% enrolment growth;
- that to accommodate laptop use in individual carrels, our recommendations have resulted in a slightly larger space allocated for this type of study space than the COU standards;
- that our collections space requirements may result in less space than COU standards;
- that this further enhances our wish to make this a people place versus a collections space;
- that library staff continue to deliberate about the use of compact shelving for the Reference Collection, weighing the cost effectiveness and service implications;
- that she will report back on the UTL Storage Facility next week.

Meeting adjourned at 11:25 am.

Next meeting: Friday October 12, 9:00 - 11:00 am, Room 3129, South Building.