

## Library Project Committee Minutes, Friday September 7, 2001

Present: Sidney Aster, John Browne, Sol Kessler, Joe Lim, Mary Ann Mavrinac (Chair), John Percy, June Seel, Elizabeth Sisam, David Smith, Christian Szabo.

Regrets: Seema Chawla

Agenda:

1) Roundtable introduction of committee members.  
Brief introduction of members.

2) Capital Planning Process

M. Mavrinac gave a brief summary of the "Policy and Process on Capital Projects, The University of Toronto", indicating that the committee is a working group until it is formalized by the Planning & Budget Committee at their meeting of September 21.

M. Mavrinac suggested the following process for the Project Committee which was agreed upon:

There will be a 2 hour weekly meeting. The Chair, M. Mavrinac, will set the agendas for each meeting, and asked that agenda items be submitted by noon 3 days prior to the next meeting.

The Working Executive, who will carry through the project until the end, will be comprised of Mary Ann Mavrinac (Chief Librarian), Julian Binks (Facilities & Services, U of T), Elizabeth Sisam (Planning Office) and a Project Manager, to be announced. This group will meet one hour after each Project Committee meeting.

The Core Library Team (comprised of the Chief Librarian, 6 managers and two library technicians) will work on a variety of issues, developing briefs for the consideration of the Project Committee.

Normally minutes for the Project Committees are done by the Planning Office. J. Browne will check into this. It was decided that only "summary" minutes will be done and they will be posted on the Web within 2 working days. J. Seel will do the minutes for today.

UTM Library Project Summary was discussed. The Library Project is in Cycle 2 of the Governing Board, with the Project Committee Report scheduled to be before the Planning and Budget Committee on November 13.

M. Mavrinac drew attention to the integration of some services with the Academic Skills Centre and Student Services (AccessAbility Services). Two other projects are possible additions to the new UTM Library, The Blackwood Art Gallery which will have its own project committee, and a storage facility for the U of T Library system. Both projects would be funded outside the Library project. Committee members emphasized the need to keep the control of the Library building with the Library and not let the building be driven by the needs of the other 2 projects, although it was acknowledged that both projects would favourably complement and add to the library facility.

3) Background Information.

M. Mavrinac discussed the "Why Do We Need a New Library?" document, stating that this document, if agreed to by the Committee, would lay the foundation from which most decisions of the Committee would emanate. It was suggested that the new UTM Library would emphasize "people space" over "collections space" and that there would be an increase in the amount of 'teaching and learning' space. It was emphasized that the design and environment of the new library are critical to the success of the building. The Project Committee supported the philosophy and direction of this document. E. Sisam offered to bring plans of other libraries to an upcoming meeting.

4) Feedback and Communications Plan.

M. Mavrinac presented the feedback plans that the Core Library Team recommended, as follows::

- a) Library Web: a link from the current library page to the New Library at UTM page which will include a list of Project Committee members, Terms of Reference, Minutes of the Project meetings, the "Why We Need a New Library?" document, a feedback form asking for information on the physical needs and services users would like to see in a new library. The feedback received will be posted on this Web page.
- b) Paper feedback form, in the form of a bookmark, with the same 2 questions that will be handed out at the Circulation Desk. This form also will be published in the Medium on September 17.
- c) The College Library Advisory Committee will meet on September 20 for faculty feedback on these 2

questions as well as the Centre for Academic Technology Development and other services of possible interest to faculty.

d) A student forum will be held on Sep 19 to discuss physical layout and services.

These recommendations were accepted by the Project Committee, with the addition of 2 questions in the forum and on the user feedback form.

How much time do they spend in the Library?

What would make them stay longer in the library?

M. Mavrinac indicated that feedback received to date would be summarized at each meeting.

5) Draft Project Report on a New Library - opening sections.

M. Mavrinac presented a draft of the opening sections of the Project Committee Report. The Report will be a work in progress as decisions are made. It was noted that Julian Binks, Facilities & Resources, St. George, will be added to the membership of the committee. It was suggested that the "Task Force on Technology-Assisted Education: Discussion Paper" be added to the section "Statement of Academic Plan." E. Sisam suggested that the information on space issues be expanded in the "Overview of Existing Space" section of the report. She indicated that she will mock-up room specification sheets as decisions are made. J. Browne will supply M. Mavrinac with some library room specification sheets from the ARC project at Scarborough Campus.

6) Housekeeping items: schedule weekly meetings, email alias.

An e-mail alias for the Project Committee has been created: [library\\_project@utm.utoronto.ca](mailto:library_project@utm.utoronto.ca). Meetings will be every Friday morning from 9 - 11 until October 19, with the exception of Thursday September 13 from 4 - 6 p.m. D. Smith asked that the minutes and reports be sent out in both Word and WordPerfect. D. Smith also asked if the area of the new building will be examined for archaeological remains. S. Kessler said this will be done.