Approval of Minutes
Discussion was held regarding the minutes from the last meeting (September 26, 2005) and it was agreed that there were some points missing. Stephen offered to submit those changes to be added. Once amended, the minutes will be distributed electronically for the committee’s review and approval.

It was also discussed that for future meetings, since meetings are not frequent in nature, the minutes will be transcribed and distributed to the committee for review/approval as soon after the meeting as possible.

Library Transformation Update
Charlene presented an update on the status of the Library’s Transformation Plan, displayed schematics and highlighted the following items:

- The process of interviewing interior designers for the library is underway.
- The transformation schedule has been established and it is a very ambitious schedule, but we are optimistic that it is doable. The first and second floors of Library North are scheduled to be complete by January 2007.
- The transformation is going to be an enormous disruption for library staff; most staff will be relocated, some twice.
- Collections are also moving around a lot. Some of the seldom used pre-1976 periodical collection will be put in inaccessible storage during the transformation. However, we are prepared for any increase in inter-library loans to help access materials needed during the process.
- Library staff has found all the internal storage space possible to keep as much of the collection on site and accessible during this transformation.
- Brenda asked if the library staff has been acknowledged for their extra effort, Charlene indicated that yes, she was doing this – for example we recently had an internal presentation to the staff of an update on the project and used that opportunity to thank the staff. Acknowledgement from faculty groups would probably be greatly appreciated.
- The library staff has also completed a large weeding project in order to remove any materials that could be disposed of rather than move them around and/or store them. The reference collection has also been reduced as most reference materials are now accessed on-line. The Government documents are also being weeded.
- The on-line catalog will be updated as collections move so students & faculty should be directed to the current locations of materials as they look them up.
- The library intends to do everything possible to keep all users informed as to where to find things during the transition. This will include current updates on our web-page, location posters around the library showing where collections can be found at any given time and blogging. Brenda suggested a copy of the location poster also be on the web page so users could print it off and carry with them as they do their searching.
- Additional changes of note will be:
Books will no longer be in their current order, which is hard to understand, rather they will be in actual order.

All “specialized” collections; not just “special special” collections will be located in Library South.

The majority of books will be in Library North; most of the library staff offices will be in Library South.

- Deron expressed additional concern about helping library patrons find materials during the transformation. He suggested making sure there were also more people around and available (maybe Library Ambassadors) to assist in directing users to appropriate locations. Charlene advised the committee that the library now has “Instant Messaging” available for assistance, so users can IM on their computer or cell phone to also obtain assistance. A “red phone” idea was also proposed. This would involve having red phones positioned throughout the library as an access tool to assistance. Everyone agreed that multiple ways of providing communication and assistance during the transition will be necessary. All agreed we will have to use many varied communication vehicles.

- Brenda brought up how helpful the library liaisons are and reminded everyone to direct their students to this resource as well. A suggestion was made that even those library staff who are shelving need to be knowledgeable about the library in order to better answer questions when asked. Charlene shared that a position has been created and filled whose responsibility it is for Library training - to make sure all library staff is properly trained.

- Charlene reiterated that even though the library is becoming very high tech, we want to retain the human aspect of the library. She also shared that the library has reorganized in order to better assist undergrads.

- Additional features being included in the transformation:
  - 55 group study rooms
  - At least half of the seating will be “wired”
  - A new Learning Commons with many work stations and close access to librarians

- Zhongshan asked if the software packages available on the library laptops will be the same as the computers in the labs and classrooms. Charlene indicated that IS&T will install the same packages.

- Security will remain as it is now with guards in each building

- Charlene reviewed the current schematics showing the new layout of the library. An additional bridge is planned on the second floor which will be quite wide, giving a more continuous feel between the two buildings. Other changes include a grand stairway in LN leading from the first floor to the second, a learning commons, and many more new features.

- The question was raised about the use of compact shelving. To use additional compact shelving both budgetary and structural considerations must be considered. There will be some new compact shelving, but we don’t need to put everything in compact shelving at this time. Structural studies have been and will continue to be done.

- In addition to the internal changes to the library there are infrastructure issues which also must be addressed in order to complete the transformation. One such change will be the additional of sprinklers to Library North.

**Periodical Subscriptions**

Charlene brought to the committee’s attention that the Library is currently in negotiations with Elsevier with regard to our current periodical subscriptions. Our contract with them gives us a list of periodicals we currently pay for and a second list of periodicals which have (up until now) been free. A project is underway to review those lists to determine which ones we must retain for our users. The Library will be reviewing these lists with all affected departments to obtain their input in making these decisions.

**06/07 Organizational Meeting**

The 06/07 fiscal year for the University Senate begins April 20. The first organizational meeting for SLAC
has been scheduled for May 1 @ 2:00 p.m. in the LAO conference room (7th floor, Library South).

**Recorder:** Jane Setterfield