1. Welcome and Introductions: All attendees introduced themselves. Sue Searing will join the group after she completes her sabbatical (concluding on 12/15/11).

2. Review of Charge and documentation: Nancy O'Brien reviewed the committee charge. She also informed the group of the Social and Applied Health Sciences Operational/Space Planning chart that reflects the work of the SAHS planning committee. We will want to refer to this document as we make our decisions. The physical space that is involved includes 101 Main Library (Business and Economics Library) and 100 Main Library (ESSL).

We will need to consider:
   - Space for the following “units”/collections: LIS, Geography, ESSL, AHS
   - Recommendations for staffing requirements
   - Space for group study and collaborative work

We may also make recommendations about current facilities, which include:
   - Window shades
   - Furniture
   - Paint
   - Floors
   - Re-lamping
   - Removal of non-permanent walls
   - Reconfiguration of office space
   - Consider options for library instruction space

The final document will consist of a chart and narrative.

3. Working Groups: Nancy reviewed the list of items that the group will need to focus on in order to complete its report:
   - Service Profile
   - Staffing Needs and Roles
   - Collections
   - Facilities
   - Relationship to other NSM initiatives
   - Assessment of effectiveness of the new configuration of collections and services

Members were assigned to one of two working groups:
   - Collections: Rudasill, Teper, O'Brien, Allen
   - Services: Kern, Romero, Sheehan, Morales
Between now and the October 31 meeting, the working groups need to discuss the following:

Collections: Will begin to identify criteria for material to be kept in SSHEL; discuss issues related to special collections and various formats; and develop a list of questions to be addressed by Facilities staff.

Services: Will begin to develop an inventory of service needs for the new unit such as circulation, reserves/short-term-loan procedures, reference, instruction, group study needs, and so on.

It was suggested that the entire group visit each of the relevant physical spaces.

There will be monthly meetings for the entire group as well as separate monthly meetings for the working groups. Members of the working groups will also need to conduct work and discuss issues via email.

4. Future meeting dates: The group will be meeting on October 31, November 14, and December 12.