Veterinary Medicine Library Service and Space Planning Team
Meeting Minutes
October 27, 2011


- The team approved the minutes from the October 12, 2011 meeting. Our third meeting spent time discussing the three models that came out of the October 12 meeting. After discussion, the group agreed that Model C was getting close to what the team would be recommending. Model C states:

  “Model C goes a few steps farther than Model B. It assumes all the characteristics of Model B, but further reduces the Vet Med Librarian to 50%, effectively assigning 50% of the duties and responsibilities of the Vet Med Librarian to another related discipline. Staffing in Model C is, as in Model B, reduced to one LOA with a backup staff member from another unit rotating into the Vet Med Library as needed. Model C could anticipate closing of the unit during evenings and weekends due to study space becoming available through the remodeling and repurposing of library space, eliminating the need for student wages.”

Further discussion later in the meeting suggested that a hybrid between Model B and Model C might be best. This incorporates the idea that the Vet Med Library would be the principal location for the Vet Med Librarian: “This model supposes that the primary duties of the Vet Med Librarian continue to be Vet Med and that the secondary responsibilities are supplemental to another unit, not primary to the Vet Med Librarian” (from Model B description).

Although we are proposing that the Vet Med Librarian split their time with ACES in a functional role there, the team favors having the primary office location to be Vet Med. Model C also reduces the collection size to 10,000 – 15,000 volumes (number still to be decided) and, like all the models, it assumes the size of the physical space is reduced by approximately 50% to 5,000 square feet.

- Joe Kunkel announced that the team looking at Vet Med Library physical space planning was proceeding and that the architects would be making draft plans available soon. We discussed seating and it was stated that the currently-available 148 seats in the Vet Med Library continue to be the seating size goal for the remodeled space (with 50% less square footage). The major reduction in size will come from removing shelving units,
reducing volume counts and possibly from reducing staff space. The team will recommend that staff be reduced to one full time person and a part-time librarian, and it will acknowledge that less book/serial processing will be taking place. The Librarian’s office was discussed and there were some team members who favored a “real wall” office for privacy and noise level concerns and some team members (Jeff) who felt a partitioned space would work. It was discussed that the office could be multi-purposed as a meeting room or conference room when the librarian was not on site.

The team agreed that it was critical to begin to create a very specific list of library needs in order to produce a template for the architects. Based on the discussion from this meeting, the needs include:

- Seating in different formats (tables, carrels, comfortable) for 100-150 persons.
- An office (hard or soft sided) for the Librarian; with glass for easy viewing
- Circulation desk/ one circulation workstation
- Desk for one Full time Library Office Assistant with computer
- Reserves shelving behind the desk
- Shelving units for approximately 10,000-15,000 volumes
- Wireless capability (already a part of this building)
- Sufficient plugs for powering laptops, etc.
- Excellent lighting throughout
- Isolate the collection space so it can be sectioned off from study space with possibly glass doors to maintain and open layout ambience

• Tina brought up the time line for the committee, noting that with this meeting we were half-way through our meeting schedule. She proposed to begin drafting our report based on discussions taking place so far. She will begin the draft and will have it ready for the team’s review by mid-November. Tina checked again with the team concerning the need to share the document with affected groups. The team reiterated that they are keeping everyone informed and will share the draft with the Dean, the Dean’s student group, and with faculty.

• With not much time left, the discussion turned to emerging service needs. Melody mentioned the idea of the Vet Med Librarian going on rounds with students, taking an iPad for doing quick searches. JoAnn said UGL has iPads and offered to make one available. Since the meeting, Greg has obtained an iPad and will go on rounds next week with students and faculty. Melody also mentioned data curation as a possible emerging need. At our next meeting we will be discussing any other emerging needs that might be a part of a reimagined Vet Med Library.
Action Items from Third Meeting (10/27/11):

- Greg will distribute facility numbers for the current Vet Med Library including numbers of seats/study space.
- Diane Schmidt (Biology Librarian) will be joining the Team at our November meeting and will be Acting Vet Med Librarian until June 30, 2011.

Action Items from Second Meeting (10/12/11):

- JoAnn Jacoby will work with Greg to determine what collection review documents he might need in order to effectively manage weeding and disposition of materials to begin to develop a core collection.

Action Items from First Meeting (9/28/11):

- Jon Foreman will review the COE guidelines with Dean Whiteley to determine if the team’s proposed plan meets accreditation regulations.
- Jon Foreman will ask Dean Whiteley about using the Dean’s Student Advisory Group as a sounding board for the team’s final proposal.
- JoAnn Jacoby will work with Michael Norman (Library CAM) to produce a more detailed spreadsheet showing Vet Med Library collection size and use.