Architecture Library Taskforce
Meeting Minutes - DRAFT

September 23, 2014

Present: Brian Kelly [ARCH FACULTY] - BK
Powell Draper [ARCH FACULTY] - PD
Valerie Sherry [ARCH STUDENT] - VS
Austin Raimond [ARCH STUDENT] - AR
Don Linebaugh [HIST PRES FACULTY] - DL
Christine Henry [HIST PRES STUDENT] - CH
Hiro Iseki [URB REG PLAN FACULTY] – HI
David Do [URB REG PLAN STUDENT] - DD
Margaret McFarland [REAL EST FACULTY] - MM
Ross Rabinovitch [REAL EST STUDENT] – RR
Gary White [LIBRARIES] – GW
Daniel Mack [LIBRARIES] – DM
Yelena Luckert [LIBRARIES] – YL
Cindy Frank [LIBRARIES] - CF

Next meeting: Tuesday, Oct. 7 12:15, Dean’s Conference Room [MAPP]

I. Agenda Review

CF
1. Information Sharing, Needs Assessment report
2. SWOT Analysis?
3. Discuss Priorities
4. Work Plan for the rest of the Semester
5. Future Meeting Schedule

II. Discussion

CF Future Meeting Schedule first (item 5)
Meetings moved to 11:30, every other Tuesday starting w/ October 7, 21

CF Information Sharing
Invite participants to share information they gathered from speaking with departments.

BK Brian, Powell, Valerie and Austin met to discuss a Design Thinking Process approach to dealing with the Library closure. Shared information about architecture programs with branch libraries in the Big 10.
Val shared their process of the empathy interview. They were asked to include students from other programs, and also Library personnel.

Brian proposed a Design Charette – an intense design session of several hours with students and faculty from all the programs, people from the libraries, and other users of the libraries, to brainstorm, to make, create and strategically think about the future of the library. Landscape Architecture, Art History, Engineering, and Business majors; as well as Domain residents were suggested to be included in the Charette. Suggested: Open invitation to all collection users. Teams would be cross-disciplinary and a mix of students and faculty together. Drawing, sketching will be encouraged, even for participants who don’t naturally communicate visually.

We need to develop a charge, and guidelines for the charette. We can use the Needs Assessment report to get ideas and parameters. Brian will set up doodle poll to determine a date. Margaret, Don, Hiro and Christine all requested sensitivity to the time of day and day of the week, as Planning, Preservation and Real Estate Development students work or have internships during the day.

We need to publish the discoveries along the way.

SWOT Analysis. Will be included as an exercise with paper or white board grid posted upstairs near or in the office, downstairs area and online as a google doc for input from the School Community.

General discussion of plan for the rest of the semester included planning for the charette, and then analyzing outcomes of charette so that we have action items in December.

### III. Next Steps - [ACTION ITEMS]

Each Department / Stakeholder:

1) Brian will propose dates for charette via Doodle poll
2) Cindy will establish areas for and set up SWOT Analysis process
   a. Will include list of things to consider, like services, collections spaces etc.
3) Val and Austin will share empathy interview information with other students representatives to include students form other programs
4) Student representatives will share meeting minutes with their constituents
5) October 7 mtg – plan for the design thinking charette.