Architecture Library Task Force
Meeting Minutes – Draft
November 4, 2014

Present: Don Linebaugh [HISP FACULTY]; Margaret McFarland [RDEV FACULTY]; Hiro Iseki [URSP FACULTY]; Yelena Luckert [LIBRARIES]; Gary White [LIBRARIES]; Valerie Sherry [ARCH STUDENT]; Austin Raimond [ARCH STUDENT]; Ross Rabinovitch [RDEV STUDENT]; Brian Kelly [ARCH FACULTY]; Cindy Frank [LIBRARIES]; Powell Draper [ARCH FACULTY];

Review Details of Charrette

Discussion started by Brian Kelly, who distributed a document detailing the participants, schedule, definitions, process and goals of the day.

Define Tasks:

1. 2 Deans will be invited to make welcoming remarks
   a. Follow up – Pat Steele will be out of town, so someone else from the Libraries will comment
2. Dan Mack and Gary White will review what the Charrette is about.
4. Yelena Luckert will be the UM Libraries Expert.
5. Austin Raimond will be the User Expert.
6. Precinct Captains – 4 students, 4 faculty members
   a. Precinct Captains keep discussion moving, report back at the end of the afternoon.
   b. We need a precinct captain from HISP, URSP or RDEV.
7. Each team should designate a scribe.
8. Don Linebaugh contributing a box of trace.
9. Gary White providing some flip charts – update 11.11.14 37 flipcharts have been delivered from the libraries to the architecture branch.

Posters advertising the charrette – reviewed by the group. 3 of the 5 were selected for use.

Empathy Study – Valerie Sherry reported on the interviews with both students and faculty. She has coordinated with the other student reps on the task force, but could use more people if the faculty from the other programs are to be interviewed.

Results of the Charrette – Leave proposals hanging in the Great Space from Friday November 14 until Monday evening (7PM) November 17th

Deliverables – The committee will meet to write a report for the Dean of Libraries based on the results of the charrette. There will possibly be a discussion with Dean Steele and Dean Cronrath, in addition to the report. The report will be submitted in the beginning of January, and it is expected that the dean will take some time to
study and implement any of the proposals. In the meantime, the committee understands that the library will not close at the end of this calendar year.

**Action items:** Gather materials for charrette like charts, markers, stickers. Post online readings from literature review of architecture branch libraries – done, CF.
Val and Austin share results of the empathy study.

Next meeting November 18, 2014 11:30 AM, Room 1117.