MEETING MINUTES

Date of Meeting: Thursday, November 4, 2010
REVISED MINUTES: Monday, November 8, 2010 (BOLD FACE)
Meeting #: 3
Project Manager & Email: Deborah Fuller-Pittman (dfuller@umbc.edu)
Project Name: Library, Retriever Learning Center
Project Number: 11-125

Attended by:
rlcadvisorygroup@lists.umbc.edu

Topics discussed:

1. The first meeting of the newly-formed Retriever Learning Center Advisory Group took place on this date.
2. The purpose of the meeting was to provide plans and visual images regarding the design and furnishings proposed for the new learning center.
3. The meeting marks the beginning of a forum for brainstorming and providing feedback for the new Retriever Learning Center.
4. Construction completion is planned for August 2011.
5. Library staff and the Provost commented on the enthusiasm of the UMBC campus about the planning for the RLC.
6. The budget for project furniture is still being defined; however, the construction budget is in place to start the process of construction.
7. The RLC plans call for accommodation of approximately 200 students; maybe more depending on furniture arrangements.
8. Design plans call for mobile furniture, touch-down stations with electrical outlets for charging of laptops, and a few PC workstations.
9. The design is intended to promote collaborative learning and group discussions.
10. The RLC is planned to be open to students 24 hours per day / 7 days per week.
11. The access to the RLC from the Library atrium space will be through double doors (current vending area) using student identity cards in an electronic swipe system.
12. Some comments from the SGA representative regarding recent student feedback include: individual study spaces needed; lots of electrical outlets requested; PC's; comfortable furniture; glass doors for safety and security; caffeine available nearby; portable white boards that are moveable to name a few items from students.
13. The concepts of writing on glass / windows and "Idea Paint" were discussed.
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14. "Idea Paint" is a product used to coat a wall to create a dry erase surface.
15. Hypotheses will be presented for feedback to show schematic furniture layouts in relation to the locations of electrical outlet sources.
16. The Learning Resource Center is included in the planning of the RLC.
17. It's planned that the area for the Learning Resource Center be used by campus students after hours as part of the open RLC.
18. The Learning Resource Center may be designated visually and by the use of furniture clusters or "booths" along the building column lines of the space.
19. All electrical sources will be focused around columns and perhaps along the front window wall.
20. Electrical sources for student use may also be included in the furniture arrangements, if possible.
21. The first type of furniture that must receive group focus and feedback is the fixed furniture that will contain electrical connections.
22. Fixed furniture is attached to the building -- such as booths, lounge seating and tables attached to walls and columns where electrical outlets will be part of the design and installation during construction.
23. The use of large flat screen monitors in student "booths" will be researched.
24. The use of comfortable furniture alternatives are also being considered -- such as ottomans and mobile nesting chairs.
25. We viewed photos of furniture cluster types for lounge and workstation areas that create serpentine dividers throughout the space in a dynamic way offering a curving shape in contrast to the rectilinear lines of the Library Building.
26. There was discussion of and general agreement on trying some type of retractable electrical connections originating in the ceiling.
27. It was proposed to reserve the space along the windows as highly flexible study space.
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28. Committee members endorsed extending some fixed furniture installations from the building columns toward the stair core (i.e., moving away from the windows) as a way of possibly introducing a higher volume of electrical outlets to the work areas.

29. It's hopeful that the next Committee meeting will be scheduled during the first 2 weeks of December 2010.
30. A follow-up meeting is thereafter planned for the first 2 weeks of February 2011.
31. The RLC Advisory Group will use the AOK Library Website for communication and feedback.

The above meeting minutes are submitted based on the best documentation efforts of the writer. If you have any changes or comments, please email them to Project Manager as noted above, within 48 hours of receipt. The meeting minutes will be incorporated into the project file documentation as written if no revisions are offered.