



IFLA SECTION LIBRARY BUILDINGS AND EQUIPMENT

SC Meetings Helsinki

I. Saturday 11 August 2012: 15.15 – 17.45 Room 101d

II. Wednesday 14 August 2011: 13.15 – 14.45 Room 207

Minutes (Meetings I & II)

1. Welcome

Dorothea Sommer opened the first meeting by welcoming all members of the Standing Committee and observers to Helsinki. Members and observers introduced themselves.

At the second meeting Dorothea Sommer welcomed all attendees and also thanked the observer from Helsinki University Library for inviting the Committee to the Designing Libraries Session and the visit to the new Helsinki University Library. She welcomed in particular Gulcin Cribb from The Li Ka Shing Library in Singapore and Ms Anna Vratna from the Goethe Institute in Singapore. The Chair pointed out that the focus of the agenda of the second meeting would be the planning of the future conference and the Open Session in Singapore next year and a discussion on the draft of the Post Occupancy Evaluation Survey. She also announced that Petra Hauke, Humboldt University Berlin, would be presenting a proposal at the meeting.

2. Attendance and Apologies

Apologies were received from Corey Sue who could not attend the conference. During his absence Stefan Clevström was asked by the Chair to act as temporary secretary which the members of the Standing Committee agreed to.

SC Members Attendance List Meetings I & II

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Observers

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3. Approval of the Minutes of SC Meetings held on 13 and 17 August 2011 in San Juan.

The minutes were accepted as a correct record and adopted.

4. Matters Arising

- I) All members were again encouraged to provide brief and updated profiles with photographs for the website. Information should include job title, contact details, background and experience, favourite buildings and favourite library building quotation. The profiles should be sent to Sébastien Gaudalus, who will put them on the website.
- II) The book on children's libraries has now been published by DeGruyter.
- III) The paper by Klaus Werner and Petra Hauke from the Open Session in San Juan was selected by the Standing Committee and proposed for publication in the IFLA-journal. It was accepted and published.
- IV) It was not possible to publish the papers from the Atlanta Satellite Conference in Library Hi Tech as previously proposed. Only two of the papers became available for publication.
- V) The Chair reminded the members of the Standing Committee of important dates during the congress:
 - 2nd meeting on Tuesday 14th 13.15-14.45 - room 207.
 - Open Session on Thursday 16th 08.30 – 10.30, session 190 – session

room 1.

The seminar on Designing the Future Library organized by the Helsinki City Library, Helsinki University Library, The Helsinki Central Library and The National Library of Finland on August the 13th 18.30 – 22.00.

5. **Report from Leadership Brief**

The Chair relayed points of information from IFLA HQ which included the following:

- Delegates should wear badges at all times.
- Those with voting rights should pick up their cards from IFLA HQ.
- A paper from the Open Session has to be selected and forwarded to the Division Chair for possible publication in the IFLA Journal; since the second committee meeting will take place before the Open Session the paper will be selected afterwards.
- Anna Mari Tammaro is Chair of Division IV.
- The President Elect's Programme 16th of August 08.30 – 10.30. Theme: Strong Libraries = Strong Societies: democratising access to knowledge through libraries.
- Officer's training session: 2 sessions, 2 hours per session, on Tuesday 13.45 and Thursday 11.45.
- Info Coordinators and Web editors: 2 sessions, Tuesday and Thursday 16.45.
- The Governing Board created an IFLA Committee on standards which did a review of standards within IFLA last year. The Standing Committees are asked to take a look at their standards and revise them where necessary.
- Another focus of attention is the Multilingualism Working Group. It is intending to publish IFLA's webpages in two additional languages: French and Spanish.
- Finances
 - The administrative funds of the Sections have been reduced in the course of the last year. The previous allocation was based on membership size. Now it was stressed that sections can apply for projects. Such funds have to be applied for by the 31st of October.
 - Projects must be programmatically relevant and support key initiatives in order to receive funding.
 - Planning of satellites could be supported for small amounts and precisely identified purposes.
- The nomination- and election process is forthcoming in September - October for Standing Committees. The members of the Standing Committee are encouraged to recommend and support new candidates for the Committee.

6. **Report on the Midyear-Meeting**

The Chair reported on the Midyear-Meeting in April 2012 in Germany where the members of the subcommittee – Santi Romero, Karen Latimer, Jeffrey Scherer, Stefan Clevström, Olaf Eigenbrodt, Dorothea Sommer and Inger Edebro Sikström – continued the work to complete the Survey of Post Occupancy Evaluation of Library Buildings. The meeting included visits to four

libraries in Berlin, Halle and the Bauhaus in Dessau. The draft of the survey for Post Occupancy Evaluation is currently being circulated in the subcommittee. The final version of the survey shall be translated into three of the IFLA languages, French, Spanish and German. A meeting with the subcommittee for finalizing the survey will be held on Monday afternoon. At the second meeting of the Standing Committee the draft was discussed with all members. They were asked for feedback by the end of September.

7. Future conferences

The topic of the 2013 Main Conference in Singapore was discussed. Previous meetings of the Standing Committee had produced the following themes: "Assessment and evaluation", "Refurbishment and remodelling", "Disaster planning", "The need to cover building design in library education", "Building security" and "Economic impact and convergence of academic and public libraries".

There was general agreement that "The Library and the City" should be the theme for the Open Session in Singapore and a subcommittee was established: Jeffrey Scherer, Olaf Eigenbrodt, Santi Romero, Dorothea Sommer, Inger Edebro Sikström, Stefan Clevström and Sharon Bostick. The Chair will prepare the draft for the call for papers for the main conference Open Session. It will go out in November with papers being selected in February/March.

2013 is also a year when a satellite conference will be organized. The Committee agreed on starting preparations for arranging a satellite conference in Singapore. The topic of the Satellite Conference will be "Making Ends meet: High Quality Design of Libraries Despite Low Budgets". Regional contributions should be encouraged in the call for papers. A subcommittee was formed for the preparation of the conference. Volunteers are: Jeffrey Scherer, Sharon Bostick, Stefan Clevström, Dorothea Sommer and Janine Schmidt. The subcommittee will meet Sunday morning 9.30. Jeffrey Scherer suggested that the conference also should be published as a "Webinar". The Chair reported that DeGruyter expressed interest in the publication of the papers of the forthcoming conference.

At the second Standing Committee meeting some aspects of the planning of the satellite conference were discussed:

- The Committee agreed to accept the invitation from Li Ka Shing Library at the Singapore Management University as the venue for the conference. The Goethe Institute can be asked for supporting infrastructure for the conference.
- The conference will take place 15th and 16th of August 2013.
- The number of attendees is estimated to about one hundred.
- Sponsorship for a reception is required. Members of the Committee are asked to investigate possibilities.
- The call for papers should specify 20 minute sessions with additional 10 minutes for discussion.
- A keynote speaker may begin the conference and a panel discussion will be included.

- Li Ka Shing Library can recommend and get the subcommittee in contact with suitable catering companies.
- Jeffrey Scherer will prepare a draft for the Call for Papers which will be circulated to the members of the subcommittee by the 1st of October.
- The Chair will then inform the Standing Committee on further dates and actions to be taken.
- The members of the Standing Committee are encouraged to find ways to communicate the Call for Papers to architects, city planners, librarians and other persons interested in the topic.

The Chair informed that the LAMMS Coordinating Council expressed interest in sharing information and knowledge concerning building issues. They will hold a conference on “Reducing Risks to Cultural Heritage from Natural and Human-Caused Disasters” in October 2012 in Beijing.

8. Newsletter

The Chair congratulated Ingvild Monsen on producing two excellent issues of The Newsletter. She also thanked Bernadette Patte, Santi Romero and Jeffrey Scherer for their contributions.

Topics for coming newsletters

- Report from 2012 Open Session
- ISO standards
- Library featured building

9. Website

The Library Buildings and Equipment website is now greatly improved. The Featured Buildings Template needs further examples.

It was proposed that the possibility for users to post questions on the LBE IFLA website should be investigated. Links to other useful websites are also asked for. Sébastien Gaudalus will contact the members of the Standing Committee to provide further input concerning relevant websites.

10. Post Occupancy Evaluation Survey

The work on the Post Occupancy Evaluation Survey has continued. The project is being worked on by a sub-committee in separate meetings. The members of the sub-committee are: Inger Edebro Sikström, Dorothea Sommer, Jeffrey Scherer, Sharon Bostick, Olaf Eigenbrodt, Stefan Clevström, Santi Romero and Karen Latimer. At the second Standing Committee meeting a draft of the Post Occupancy Evaluation Survey was presented to the members of the Committee for discussion. It was pointed out that the aim of the survey is to suit all types of library buildings. The Chair also asked for assistance in further exploration of technical and sustainability issues.

11. IFLA Journal

The Chair reminded Committee members that each Division had to recommend one paper for publication in IFLA Journal. The Library Buildings & Equipment Open Session will take place after the next Committee meeting and therefore a decision about which, if any, of the papers presented should be selected will be taken later.

12. Any other business

- I) Members were reminded that the Section members will meet before the cultural evening for a drink on Tuesday 14th of August in the evening.
- II) At the second meeting Petra Hauke from Humboldt University in Berlin presented a proposal for the Committee to take part in the publication of a new book on sustainable libraries. She was asked to provide further information on the contributors planned before a final decision for inclusion in the IFLA publication series of LBE Section can be taken.

Stefan Clevström
Secretary

Dorothea Sommer
Chair

15 August 2012