Information Services Committee

University of Toronto
Faculty of Information
Thursday, April 3, 2014 1:00 – 2:30 pm
Room 212 (DCR), Bissell Building

Minutes

Present: Prof. Kelly Lyons, Prof. Christoph Becker, Prof. Patrick Keilty, Ms. Elisa Sze, Mr. Glenn Cumming, Mr. Jerome Poon-Ting, Ms. Eva Piorkowski, Ms. Christie Oh (PhD Student) represented by Elysia Guzik, Mr. Andrew Drummond, Mr. Paul Weitzmann (MI Student)

Regrets: Prof. Rhonda McEwen, Ms. Laura Chuang (MI Student), Ms. Nora Venezky (MMSt Student)

Invitees: Mr. Tony Lemmens

Recorder: Ms. Areti Vourinaris

1. Approval of the Minutes from February 13 Meeting (attached)

Members noted minor amendments. The minutes were approved as amended under Item #6.

2. Business arising from the Minutes

- The Chair reported that the costing of items in research grants was in progress as well as inviting research services to present to the Faculty (under Item #7 and Item #8 from the last meeting).
- Elisa Sze reported that meetings with various stakeholders were in progress with respect to the Collection Development Policy (under Item #6 from the last meeting).

3. Report from IS Working Group

- The Chair gave an overview of the recent meetings and ongoing work of the IS Working Group regarding the IS Subcommittee’s recommendation to focus on revenue-generating initiatives to support the hiring of an Executive Director.
- Elisa Sze reported that iSkills workshop-related issues were still being worked out, and no firm decision had been made yet. (For example, Kathleen Scheaffer needed to be part of the workshop decision-making since she coordinates and administers the series, and both Kathleen Scheaffer and Alex Dvornyak needed to be included in the discussions about what was required of the workshop registration system).
• The Chair noted that the IS Working Group was investigating the option of having a room booking system for the rooms the Faculty manages to rent out to clubs and other activities for a nominal fee outside our own use.
• The Chair reported that there would be an Advisory Board set up that would work with the School of Continuing Studies to have a connection and understanding with the iSchool Institute brand with the proposed membership of the Chair, two faculty members, and two industry people (information management and records management practitioners).

4. **Update on move of materials from 5th floor (Elisa)**
• Elisa Sze gave an update on the developments since the last meeting such as the temporary assistance from Robarts to help with the transferring of materials based on the same criteria that had been laid out; anything published before 2008 that had not circulated from 2008 were being targeted for Downsview.
• The Dean and Glenn Cumming had met with librarians about the appropriate pace of transferring material to Downsview.

5. **Update on renovations on 4th and 5th floor (Kelly / Glenn / Elisa)**
• Elisa Sze gave additional background regarding the prioritization of renovation targets which had been reviewed by the Dean and Glenn Cumming.
• During the discussion of the item, the following issues were raised:
  o The idea of leaving the e-classrooms and meeting spaces as they are and look at sound-proofing.
  o The proposal to remove cross-shaped desks and move to smaller furniture to enable the varied use of the space.
  o The challenges of managing renovations on the 4th and 5th floors at the same time.
  o The Chair asked that the IS Committee give feedback to the renovation working group.
  o The Inforum staff would prefer that the public space be renovated first.

6. **Other business**
• The Chair gave a note of thanks and recognized the professionalism and contributions of Eva Piorkowski, who was attending her last meeting as a member of this committee.

Adjournment at 1:50 pm.