Library Council Meeting Minutes
October 20, 2022
Held Virtually on Zoom
Start Time: 1:00 pm

Agenda:

1) Welcome and Intros – Patrick Charbonneau, Professor of Chemistry & Physics (Chair of Library Council)
2) Libraries Update – Joe Salem, University Librarian and Vice Provost for Library Affairs
3) Lilly Library Renovation Project Update – Emily Daly, Interim AUL for Research and Public Services and Kelley Lawton, Head, East Campus Libraries

Present: Misha Angrist, Kyle Bradbury, Jocelyn Castro, Rachel Porter, Patrick Charbonneau, Dracine Hodges, Tim McGeary, Laura Micham, Naomi Nelson, Michael Reiter, Charmaine Royal, Harris Solomon, Maria Tackett, Aarthi Vadde, Gennifer Weisenfeld, Blue Dean, Joe Salem, Jon Mattingly, Steven Asher, Amy Laura Hall, Jameca Dupree, Carlton Brown, Emily Daly, Kelley Lawton

Absent: Shruti Desai, Bruce Jentleson, Cecilia Marquez, Charles Muiruri, Marion Quirici

1. **Welcome and Introductions**
   Patrick Charbonneau welcomed new members and asked all in attendance to give a brief intro and share their favorite thing about Duke Libraries.

2. **Libraries Update**
   - Joe Salem presented library updates in order to fill in the gaps since the last meeting in March. He thanked Dracine Hodges for her excellent work serving as the interim University Librarian.
   - Transitions were highlighted next, welcoming new hires and highlighting those in library leadership positions who have retired or accepted new roles. This included welcoming - Blue Dean (AUL for Development), Meredith Parker (Employee Engagement and Inclusion Coordinator), Diego Godoy (Librarian for Latin American, Iberian and Latino Studies), Deric Hardy (Librarian for Science and Engineering), Jodi Psoter (Head, Marine Lab Library), Rachel Porter (Executive Assistant to the University Librarian), Vaughn Stewart (Library Technology Program Coordinator), Kristina Thomas (Library Service Center Assistant), Heather Baker (Metadata Associate), and Kaelin Rasmussen (Rare Materials Cataloger). In addition, the restructuring and transitions of AUL positions was discussed. Both Dave Hansen and Ann Wolfe left their AUL positions and Emily Daly (Interim Associate University Librarian for Research and Public Services) and Jameca Dupree (Interim Associate University Librarian for Administrative Services) stepped into interim roles.
   - Next Phase in the Pandemic Response: Students are back and the library is seeing similar to pre-pandemic use. Events are also back in the library, but while the demand is back, staffing is not. Hybrid work is becoming normalized throughout

the library. There is also a demand for new services and modalities including scanning services, the Control Digital Lending Pilot, remote workshops, and chat/zoom consultations. In addition, the planning for the Centennial Celebration has begun with the library serving in a key role and the University Archivist, Val Gillispie, serving on the steering committee.

- Financial Update: The library is working with the original Provost allocation of $36,283,126 and we are in the final year of $3.75M reduction over three years. The library has a projected Annual Fund income of $970,000 and an endowment income of $4.46M (Collections/Non-Collections). The library also received a one-time funding from the provost of $750,000 which was used in support of the Story+ Program (a 2-year term), the Employee Engagement and Inclusion Librarian (2-year term) and for FOLIO Project Management. FY23 budget request focused on compensation providing additional data and comparative information about DUL salaries. Market adjustments for staff were approved for both Library-classified staff (totaling $580,000) and Librarian classifications (totaling $1.1M). We currently awaiting additional information regarding IT and other classified positions. Due to a 25% increase in Duke's endowment investment income (over two years), the library was asked to identify $486,000 of funding to be shifted from the annual allocated budget to endowed funds, to offset the salary increases. Of the request, $312,000 of expenses were identified and triangulated to endowed funds.
- Looking Ahead: The library has begun the process of strategic planning and are vetting third-party consultants now. We are planning for significant consultation with Library Council and to stay in alignment with university's 2030 vision. The Library Council's 2030 report will be used as a core document for planning and this process may result in some restructuring.
- Questions: There was a question regarding DUL hybrid work, asking if there are any pain points. Joe discusses how hybrid work is going well, and while noting that it is not a pain point, it has had an impact on the discussion of work equity and the different abilities of roles in the library to work remotely. It has also made DUL consider making the time spent in the office worthwhile.

3. Lilly Library Renovation Project Update

- Emily Daly, Interim AUL for Research and Public Services and Kelley Lawton, Head, East Campus Libraries begin the presentation noting that DUL paused work on the renovation during the pandemic. Some historical background was shared about Lilly. Construction started on Lilly Library in 1927 and it was open in 1930 as the Women's College Library. The renovation will help meet modern needs, replace compact shelfing which is difficult to repair, and add additional static shelving which is currently limited. It will also keep the historical reading room, return the much-loved Book Lover's Room, add a café, a classroom/screening room, and add much need additional group study spaces.

- A look at the new renderings of the Lilly:

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1. Booklover's Room reimagined 2. Looking into the café from the terrace 3. 2nd Floor open collaboration 4. Inviting gallery space 5. Café and informal meeting space 6. A 2nd entrance, at last.

- The renovation will add additional space and seating:

By the Numbers

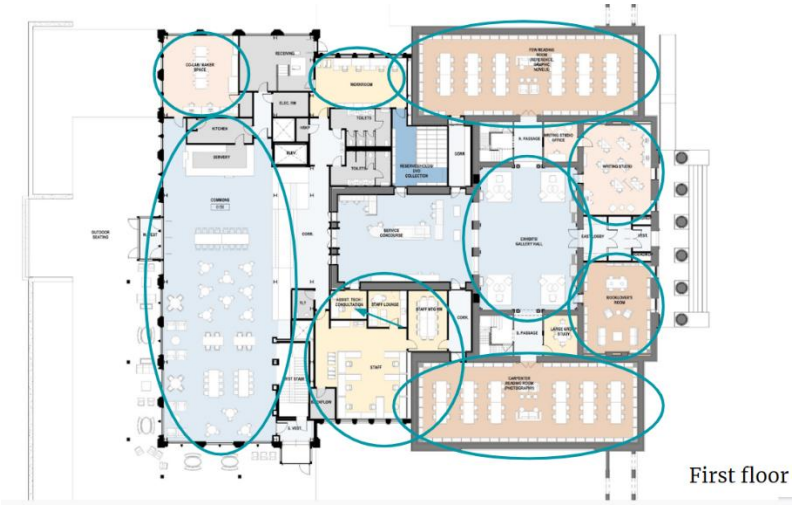
	Existing Building		Current Plans	
Gross Square Feet	31,500		56,300	
Program Square Feet	22,220		36,386	
Efficiency	71%		65%	
% Change GSF on Existing	N/A		79%	
% Change Program SF on Existing	N/A		64%	
Public Environments	2,750	Sf	7,060	Sf
	24	Seats	112	Seats
Public Reader Seating	6,500	Sf	14,506	Sf
	355	Seats	358	Seats
Academic Support Environments	1,960	Sf	5,245	Sf
	65	Seats	165	Seats
Staff and Services	1,370	Sf	2,372	Sf
	12	Seats	12	Seats
Collection Capacity	9,640	Sf	7,203	Sf
Total Seat Count	444	Seats	635	Seats

- The University FY 23-27 Capital Plan has Lilly Library at $63.8M, not including utilities and enabling work with the total project cost estimated to exceed $75M.
- Timeline:

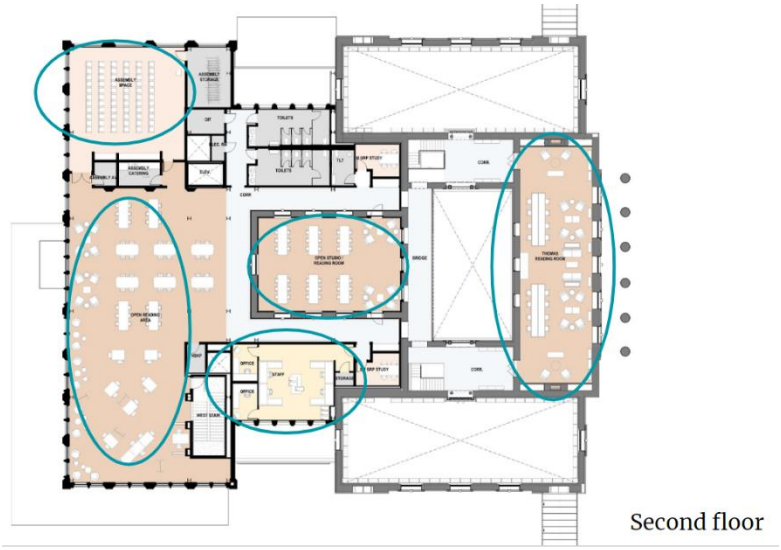
Preliminary Timeline

Phase	Timeline
Schematic Design (SD)	Through September 2022
Design Development/Utilities Design Development (DD)	3 months from SD approval
Construction Documents (CD)	3.5 months from DD approval
Break ground	Early 2024
Construction (building and utilities, concurrently)	22.5 months from CD approval
Reopen expanded and renovated Lilly	2026

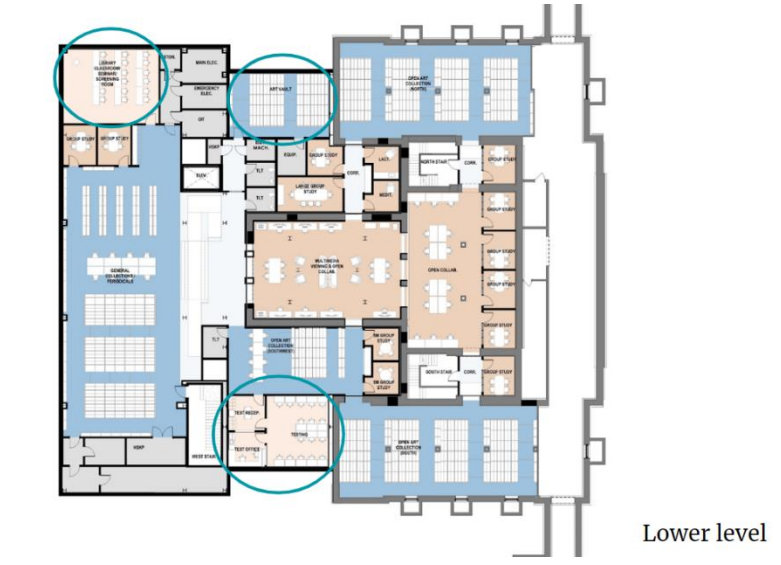
- Updated Floorplans:



First floor



Second floor



Lower level

- There are four simultaneous streams of work related to the Lilly renovation: Lilly Design; Pre-construction operations and planning, often referred to as "Enabling"; Construction Library Operations; and finally, Reopening Planning and Operations. More specifically, many working groups currently contributing to this massive undertaking. As University Librarian, Joe Salem has final say over design, program, budget, and fundraising for Lilly and any other aspects of the project. Assisting him with this work are numerous staff and groups, including the Libraries' Executive Group and a number of functional teams.
- The Collections Working Group (CWG) is charged with overseeing Lilly Enabling projects that have a Technical Services component. This could be the physical moving of materials, assigning temporary or new location codes, cleaning up data, or special projects like addressing materials that need description or conservation work prior to the move such as the Lilly Locked A-V collection, Locked Stacks, or Cage.
- CWG-Arts & Artifacts Working Group, convened by Rachel Penniman in Conservation, is charged with addressing the needs of the art and artifacts in the Lilly Library. The group has completed the inventory of the artwork, is working with stakeholders to determine what artwork will come back to Lilly, what won't and where that would go. They will be vetting movers for these specialty items, and doing any prep work that needs to happen prior to the moves.
- CWG-Shipping Subgroup, convened by Nathaniel Brown in Lilly, is charged with coordinating the physical collections. They will be determining schedules for moving material, vetting move vendors, and overseeing the move out and back in of materials.
- User Services Working Group (USWG) will identify and prioritize all phases of public services related to the Lilly renovation
- Technology Working Group (TWG) will identify and prioritize all phases of technology-related issues related to the Lilly renovation
- Communication Strategy Working Group (CSWG) will identify and prioritize activities that support clear and concise communication strategies and information throughout the planning, construction and reopening of Lilly Library.
- What to Expect Next
    - Start of Design Development "DD" phase this fall
    - Ongoing meetings and planning in working groups and design teams
    - Continued endorsement by Duke higher administration and the Board of Trustees
    - Continued fundraising
    - Goal: Begin construction in early 2024, and reopen the renovated Lilly in 2026
- Questions:
    - When Will Lilly Close?
        - It will likely close in Fall 2023, timing is up in the air at the moment but possibly early fall
    - Has the President made it a fundraising priority?
        - He has made it a top priority project but we are unsure if that is for fundraising. LAB is meeting next week and we will have a better idea then.
    - How solid is the timeline?
        - All indications point towards sticking with the projected timeline, with lots of forward momentum.

- There will be more Lilly updates in the future.

Adjourned 2:15 pm.
Minutes recorded by Rachel Porter