

LBSC Committee Meeting Minutes

1/28/16

Present: Andrew D'Apice (Dean's Designee-Co-Chair), Marlena, Frackowski (Ex-Officio), Paula Rainey (Co-Chair), Bethany, Sewell, Lauren Bsales (SGA)

Minutes

- Approval of last meeting's minutes.

Noise Policy

- LBSC presented the proposed Noise policy to the Library Faculty and Staff, and received their feedback and suggestions. LBSC asked Steering if LBSC is permitted to make changes to the policy now, rather than wait for additional feedback when the policy is discussed at an open forum to the campus community. Steering gave LBSC the "okay" to make changes to the policy now.
- LBSC held a meeting on 1/19/16. Even though the students were not present (due to winter break), LBSC Faculty/Staff members revised the policy.
- A memo went out to the campus community, advertising the two open forums set for 2/17 and 3/3. The memo also contained a link to the policy and a qualtrics survey for feedback.
- Amanda Cowell will put this information on the Library Home Page under the "News" section.
- As the date draws closer, PR will advertise the forum on the Library Digital Signage and ask Dean of the Library to send a reminder notice for the first open forum.
- The Committee will draft a memo for the Dean of the Library to send to TCNJ Faculty, Staff and Students inviting them to attend an open forum. Open forum will be held sometime between January 25 and February 5.
- The Committee discussed ideas for the forum which include 1) attaching a link to the new noise policy in the email, 2) setting up a qualtrics survey for feedback, advertising the forum on the digital display and website.

World Class Library:

- The Committee is still waiting on Steering's feedback. Paula will send an email to Steering, asking for status on the feedback.

New Charge: Library Food and Beverage Policy

- On 2/18, LBSC received a new charge as follows:

The Library Steering Committee charges the Library Building and Safety Committee to:

- Review and assess the suitability of the “TCNJ Library Food and Drink Policy” (<http://library.pages.tcnj.edu/files/2013/03/BeverageandFoodPoliciesExplanation.pdf>)
- Develop and propose recommendations, if modifications to the current policy regarding food and drink are warranted.
- Propose a method(s) to better advertise and enforce the library’s food and drink policy.
- Consider relevant data, input from stakeholders, and best practices from academic libraries when developing preliminary and final recommendations, as required by Library Governance procedures.
- Send final recommendations to the LSC, together with a discussion of how the recommendations were developed and how testimony/input was solicited and used.

Timeline:

The Library Steering Committee requests that the LBSC submit a preliminary recommendation by March 18th 2016 (spring break), and have a final recommendation submitted by June 30th, 2016.

- LBSC members will review the policy individually, and bring their feedback to the next meeting.
- Members will review the Food/Drink Policy of other Higher Education Libraries to see how TCNJ’s policy compares to theirs.
- LBSC to review to ask: How do we want the building to be used? How do the students want the building to be used? How do finances impact the Library’s decision with changing the policy?

Future Business:

- Next Meeting Date will be Thursday, 2/11 at 10:00 am. PR will send out a zimbra and email notification.