

Library Building and Safety Committee (LBSC) meeting
July 22, 2014

Present: Andrew D'Apice (Dean's Designee), Marlena Frackowski (Ex-Officio), Paula Rainey, (Ex-Officio), Bethany Sewell (Chair), Peter Krumins

1. Committee Members
 - Welcome Peter Krumins as the new staff representative to the Committee.
 - Committee voted for Bethany to serve as the Chair of the committee for 2014 – 2105 term.
 - Most likely a new student from SGA will represent LBSC this coming fall. LBSC will meet once a month. **The next meeting will be on Tuesday, August 19th at 3 pm.** LBSC will decide on the future meeting dates/times when the student representative arrives.
2. Library Group Student Room Charge
 - Bethany will follow up with the Library Steering Committee regarding their feedback on the LBSC's Group Study Room recommendation which was to make Room 220 a priority for participants of six or more. Professor Borland, who came to the Library with the original request, responded by asking that the room be for fewer than six people because her group does not always have six participants.
3. Library Disaster Plan
 - LBSC charged itself with creating a disaster preparation plan. At the same time, Taras has asked Marlena to serve on a Business Continuation Committee. The purpose of the committee is to set a draft for a business continuity plan (BCD). Marlena will also spend time on the Library disaster preparation plan.
4. Noise Recommendation and Stakeholder Feedback Forums
 - LBSC has been charged with Noise Control. Per Taras, the campus community is surveyed out, and past library surveys present enough evidence of noise problems in the Library. Paula will email LBSC members the results of two surveys of those two surveys.
 - LBSC will discuss the noise problems, make recommendations, and then take those recommendations to the stakeholders (TCNJ Community) via open forums in September. Then, LBSC will then take the community feedback to the Steering Committee.
 - Bethany will send out the link for LBSC to complete the IRB training. She will check IRB approval is needed to complete this charge.
 - Andrew D'Apice will send LBSC a summary of Noise Policies from other Libraries.
 - LBSC discussed some possible noise solutions in today's meeting:
 - Continued Letter to Greek Life Advisors, reminding them to ask fraternities and sororities to keep their voices low while studying in the Library.
 - Designate some floors as quiet and/or designate quiet times.

- Continue to offer headphones for noise cancellation.
- Enforce quiet in the Library.
- Offer a text number for patrons to text Access Services with any noise problems, or a second Library Chat account.
- Hand out “quiet” cards to the noisy patrons.
- Access Services staff and student staff will wear name tags to easily identify themselves to patrons.
- Have a procedure in writing for how to approach a patron who is violating the noise policy and also how to deal with a patron who will not comply with the library rules.