

TCNJ Library Steering Committee
July 12, 2017 (Wednesday)
Minutes

Present: Linda Dempf, Maureen Gorman, Anthony Immordino (co-chair, presiding), Taras Pavlovsky (co-chair), Paula Rainey (minutes)

- 1) LSC minutes from 6-14-17 meeting approved with a minor correction.
- 2) Reviewed agenda for 7-12-17 General Staff Meeting.
- 3) Discussion and review of current charges:
 - A) Social Media Presence (Step 3): Dean will approve the final recommendation.
 - B) Food and Drink Policy (Step 3): Awaiting final decision from the Dean to accept, accept with revisions, or reject.
 - C) Group Study Room Reservation draft charge (On Step 1): Anthony and Taras revised the charge and sent it to the LBSC.

4) Library Governance Committee elections:

One of the runoff elections was flawed. Paula sent out another ballot on Monday, 7-10-17. The deadline for ballot completion is Monday, 7-17-17. Taras and Anthony both agreed that these were extenuating circumstances. In the meanwhile, the simplest solution was to extend the terms of the previous office-holders. Anyone who is a member of a Library Governance Committee for the last two years was asked to consider their terms extended until they hear otherwise from Taras. If a chair has to call a meeting to conduct pressing business, they should do so, using the current slate of members.

The Committee also discussed how the election ballots are set up in Qualtrics. For example, sending a one-time useable link does not work well for anyone who wants to go back to look at the survey in detail before submitting the ballot. Paula will look into Qualtrics survey options, and follow up at the next meeting.

- 5) General Staff meeting minutes: Maureen will create a shared folder called General Staff Meeting Minutes on the network drive, and transfer all document minutes to the directory. Maureen will notify the faculty and staff when this project is complete.
- 6) Suggested Revisions to Library Governance Document (Vibe). Motion was made to table for the next meeting with the newly elected committee members.

Anthony, and Linda, whose time on the committee has come to an end, were thanked for their service again.

Meeting adjourned at 12:34pm.