

## 9/10/14 LIBRARY STEERING COMMITTEE MEETING

### Minutes

Present: Sarah Drozd, Katy Ells, Maureen Gorman, Judy Marks, Taras Pavlovsky, Yuji Tosaka

The meeting began at 12:05 PM.

The minutes from the 7/9/14 meeting were read and approved.

Introductions:

- Our new student member, Sarah Drozd, was introduced. She is also Vice President of Advancement for Student Government. Sarah is an Elementary Education major and Spanish minor. She is in her junior year.
- Maureen Gorman is our new faculty member. She is the Assistant Director for Public Services.

Governance on the Library Website:

- We looked at governance on the library website, and read the charge for the Library Steering Committee, which states that the LSC is responsible for coordinating the library governance system and maintaining a collegial environment so that all members of the library community are informed about issues that are important to their role in the community.
- The LSC has 6 members: two librarians, two staff members, one student, and the Dean, who serves ex officio without vote. The committee is co-chaired by the Dean and an elected member (librarian or staff).

Elections:

- Maureen nominated Katy to serve as Co-chair. Katy accepted the nomination, and she was elected. Judy volunteered to serve as recorder.

Student Members:

- Two students volunteered to serve on the LBSC for this year. We allowed for two students members, one voting, and one "sit in" on the Library Building and Safety Committee as a pilot model of student membership. Students are very busy with their classes and activities, and it might be helpful for the students to cover for each other. This would increase the chances that at least one student will be present at library governance committee meetings. LSC will review the pilot in Spring 2015, at which time the requirements for student members may be revised.

How to Submit Issues to Library Governance:

- We looked at How to Submit Issues to Library Governance on the Library Governance website. All issues should be sent directly to the Library Steering Committee Co-chairs at [librysteering@tcnj.edu](mailto:librysteering@tcnj.edu). When members of the LSC communicate with each other, the email used is [libsteer-l@tcnjlists.tcnj.edu](mailto:libsteer-l@tcnjlists.tcnj.edu).

#### Drafting a Charge:

- We looked at the charge from the LSC to the LBSC dated 12/11/13 about Noise in the Library, as an example for how to draft a charge.

#### Status of Issues in Library Governance:

- We looked at Status of Issues in Library Governance on the Library Governance website. The chart for Status of Issues shows the current issues in library governance, the design of the chart does not allow for issues previously in governance. Taras suggested a link for Status of Issues Previously in Governance, or Status of Issues in Governance Archives. The chart for Status of Issues in Library Governance does not show how issues were resolved. Maureen suggested a link that shows Resolution of Governance Issues, or an additional column on the chart that will show the Outcome of Issues Reported to Governance. Maureen will ask Amanda to add columns to the chart for Status of Issues in Library Governance to provide a record of completed business.

#### Library Strategic Map 2014-2017:

- Katy asked why the Library Strategic Map 2014-2017 was not on the chart for Status of Issues in Library Governance. In the email to the LSC dated June 5, 2014, it is stated that “the LSPC recommends that the Library Dean adopt the Strategic Map 2014-2017, (with A2, C1 and D2 as the priorities)”. This statement, if correct, would put the Strategic Map at Step 3 (final recommendation) in the Governance Process.
- It was determined at the LSC meeting on 7/9/14 that the Strategic Map 2014-2017, which was created during the retreat May 20-21, was a preliminary recommendation, and not ready to be sent to the Dean. More testimony from stakeholders was needed. The General Staff Meeting, scheduled for 7/9/14 in the afternoon, was a good time to get feedback from stakeholders. At the General Staff Meeting, Valerie recommended staying with A2, C1 and D2.
- Everyone at our meeting today agreed that the Strategic Map 2014-2017 is now at Step 3 and ready to be sent to the Dean.

The email about Library Strategic Objectives dated 9/4/14, from ValerieTucci, was discussed. Taras and Katy will respond to the email.

Taras will send a draft agenda to the members of the LSC, for the upcoming General Library Staff Meeting. The General Library Staff Meeting will be October 1, 2014 at 3:00 PM – 4:30 PM.

Maureen suggested minutes at General Library Staff Meetings.

The meeting ended at 1:30 PM.

The date and time of the next Library Steering Committee meeting will be announced.

Minutes submitted by Judy Mark. October 20 revisions made by Maureen Gorman.