

## Library Steering Committee Meeting

January 14, 2015

### MINUTES

#### CALL TO ORDER:

- Katy Ells called the meeting to order at 12:00 PM.

#### AGENDA EDITS:

- Strategic Map 2014-2017 was added to Old Business on the Agenda.

#### ROLL CALL:

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

#### APPROVAL OF MINUTES FROM LAST MEETING:

- Minutes were approved with edits.
- Action items will be included in the main text of the minutes, preceded by the word "**ACTION**".

#### NEW BUSINESS:

##### General Staff Meeting:

- **ACTION:** Taras will add Digital Signage to the agenda for the meeting.
- **ACTION:** Katy will type an agenda and hand it out at the General Staff Meeting.
- **ACTION:** Taras will type a detailed agenda and email it to the LSC before the meeting.

#### OLD BUSINESS:

- **ACTION:** Katy will reach out to chairs of committees for updates on progress, every month before the LSC meeting.

#### Noise in the Library:

- We looked at the charge for Noise in the Library, which was sent to the Library Building and Safety Committee November, 2013.
- In the charge, under Timeline, The Steering Committee requested that the LBSC complete the charge by March 1, 2014.

#### Social Media Presence:

- The charge for Library Social Media Presence was emailed to the Web Committee on November 12, 2014. The LSC requests that the Web Committee review the College's social media guidelines and consider the need for the development of the Library's social media presence and the purpose(s) it could serve the campus community and learning environment. Amanda emailed a Social Media Survey to the entire the library staff to receive feedback about the need for a social media presence in the library. She sent the survey 3 times – 12/8/14, 12/18/14 and 1/6/15. She received 12 responses the first time she sent the survey, and most of the responses were positive.
- The LSC requests the Web Committee complete the charge by June 1, 2015.

#### Institutional Repository:

- The final recommendation was sent to the Dean on May 14, 2014.
- It was determined at the meeting that there are questions that need to be addressed before we can move into production. There are questions about money, resources and the specific purposes of the repository. Will the Institutional Repository be hosted by a server? Will it be open source? Open access? Open source can be done 3 different ways. The institutional repository is not a high priority according to the Strategic Map.
- Among other possibilities, the institutional repository will be for student and faculty scholarship.

#### Internal Document Delivery Service Charge:

- The charge for an Internal Document Delivery Service is at step 3 in library governance. Bethany will hold an open forum at the General Library Staff Meeting today to solicit input and comment, which will lead to a final recommendation.
- The Steering Committee requests that the final recommendation be submitted by January 16, 2015.

#### Discovery Tool Charge:

- The Discovery Tool charge was emailed to the Web Committee on December 9, 2014. The LSC charges the Web Committee to form an ad hoc subcommittee, which shall include the Electronics Resources Librarian, to reinvestigate the viability of adopting a discovery tool service at TCNJ Library.
- The Steering Committee requests that the final recommendation be submitted by July 1, 2015.

#### Circulation Paging System:

- The charge for Paging Service for Circulating Books was emailed to Access Services on December 15, 2014. The charge is at step 3 in library governance.
- The Steering Committee requests that the final recommendation be submitted by February 10, 2015.

- **ACTION:** Katy will ask Bethany for an update.

Strategic Map 2014-2017:

- Questions that were discussed at meeting: Is it the responsibility of the LSC to provide oversight to the LSPC, on the 3 prioritized initiatives from the Strategic Map? Should we be getting regular reports from the committees that were assigned responsibility for the individual strategic objectives?
- It was determined that the LSC will be monitoring the progress of the 3 priorities of the Strategic Map annually.

The meeting ended at 1:20 PM.

The next LSC meeting will be February 11, 2015 at 12:00 PM – 1:20 PM in the Dean's Conference Room, Library.

The next General Library Staff Meeting will be April 8, 2015 at 3:00 PM – 4:30 PM in the Library Auditorium.

Minutes submitted by Judy Marks.