

## Library Steering Committee Meeting

March 11, 2015

### MINUTES

#### CALL TO ORDER:

- Katy called the meeting to order at 12:05 PM.
- Present: Katy Ells, Maureen Gorman, William Kates, Judy Marks, Taras Pavlovksy, Yuji Tosaka.

#### NEW BUSINESS:

##### New Student Member William Kates:

- William Kates is our new representative from Student Government. He is a freshman Honors Program student and he is majoring in biomedical engineering. He is from Long Beach Island and is a volunteer firefighter.

#### APPROVAL OF MINUTES FROM THE FEBRUARY 11 LSC MEETING:

- The minutes were approved with no corrections.

#### OLD BUSINESS:

##### Noise in the Library:

- The final recommendation was due March 1, 2014 and the charge is at Step 1 in the three-step governance process. Taras will be meeting with the LBSC today to discuss the charge.

##### Internal Document Delivery Service:

- The final recommendation was sent to the Dean on February 26, 2014. The final recommendation was approved by the Dean today.
- **ACTION:** Katy will send the update for the Document Delivery Service charge to Amanda.

##### Circulation Paging Service:

- The final recommendation was due February 10, 2015 and the charge is at Step 3 in the three-step governance process.
- At the General Library Staff Meeting on 1/14/15, Bethany discussed the Paging Service Proposal for Circulating Books.
- Bethany is planning to solicit feedback about the Paging Service by sending a campus-wide email.
- Yuji moved that there should be an open forum about the Paging Service.

- Maureen seconded the motion by Yuji.
- Katy called for a vote, and all 5 voting members of the LSC voted “yes”.
- **ACTION:** Based on the votes from the Steering Committee, Taras will ask Bethany to include in the campus-wide email, information about an open forum in the near future about the Paging Service.

#### Social Media Presence:

- The final recommendation is due June 1, 2015 and the charge is at Step 1 in Library Governance.
- **ACTION:** Katy is going to ask Amanda for updates on the progress for the charge on Social Media Presence.

#### Institutional Repository:

- The Institutional Repository Working Group received written approval from the Dean.
- **ACTION:** Katy will inform Amanda that the IRWG received written approval from the Dean.

#### Discovery Tool:

- The final recommendation is due January 1, 2016 and the charge is at Step 1 in the Library Governance process.
- John Oliver is chair of the subcommittee focusing on the Discovery Tool charge. He will update the Library Steering Committee about the progress of the charge as it moves through governance.

#### ADDITIONAL COMMENTS:

##### Discussion and thoughts about Vibe:

- Vibe is a way to organize tasks.
- Can get email updates.
- Multi-functional resource.
- Networking tool.
- Draft minutes can go in a file.
- Collaborative workspace.
- A group is created.
- Vibe is a good place to keep and organize all minutes, reports and emails related to the LSC.
- Vibe will be useful when members of the LSC leave and it will be a good resource for new members.

The meeting ended at 12:54 PM.

The next LSC meeting will be Wednesday, April 8, 2015 at 12:00 PM in the Dean’s Conference Room.

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

Minutes submitted by Judy Marks