

## 5/14/14 LIBRARY STEERING COMMITTEE MEETING

Present: Marc Meola, Taras Pavlovsky, Ellen Rowcotsky, Yuji Tosaka

Absent: Judy Marks, Santina Mazzola

The meeting began at 12:20PM

The minutes(4/9/14 meeting) were read and approved.

Status of minutes by committees on Governance pages on the library website:

- Marc will have the minutes of the LSC updated on the website by sending our approved minutes to Amanda.
- Marc will ask the other committees to send their approved minutes to Amanda to update the website.
- It would be good to put a note on the minutes list saying something like, "no meeting Jan.2014" if there is a month when a committee didn't meet. Each committee should send their information to Amanda.

Final recommendations submitted:

- LSC reviewed and discussed the final recommendation submitted by the Library Building and Safety Committee about the Group Study room policy. We agreed that the 3 step governance process was followed and will now forward it to the Dean (Taras Pavlovsky).
- Library Institutional Repository Working Group submitted their final recommendation on the IR proposal. LSC reviewed it and agreed that the 3 step process was followed. Now it will be forwarded to the Dean (Taras Pavlovsky).
- Marc will ask Amanda to change the flow chart from Step 3 to "Sent to Dean" under the status of issues for these two charges.

New Business:

- Review procedures for running elections. Elections for committees should be run by stake holder groups.
- New terms start July 1, 2014.
- Taras wrote to the students who served and talked about how to get new students for the committees.
- Last elections an email message was sent out asking if anyone wants to volunteer to serve and then an email was sent out to vote. Staff votes for staff and faculty votes for faculty.
- Marc will send out information about the elections and the qualtrix.
- Library Steering committee needs 1 staff and 1 faculty.
- Library Strategic Planning committee needs 1 faculty.
- Library Building and Safety committee needs 1 staff or 1 faculty.

Discussion about what constitutes governance:

- Public services are thinking of a “new service” does it have to go through the governance process?
- After a discussion about what constitutes governance, it was thought that a “new service” would be considered eligible to go through the process.

Anonymity Question:

- After discussion we agree that transparency on both sides is the best solution.

Meeting ended at 1:30pm.

Next meeting will be Wednesday, June 11.2014 at 12:00-1:30pm, in the Dean’s Conference Room, Library.

Minutes submitted by Ellen Rowcotsky