

LIBRARY STEERING COMMITTEE MEETING

May 13, 2015

MINUTES

CALL TO ORDER:

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

REVIEW OF MINUTES FROM APRIL 13, 2015 MEETING:

- The minutes were reviewed with no edits.

NEW BUSINESS:

Review of General Staff Meeting Minutes:

- Suggestions for edits were offered for these minutes.

Governance Committee 2-Year Term Elections (Starting July 1st):

- **ACTION:** Katy will send a Qualtrics Survey form for the 2015-2017 Governance Committee nominations to the Library Steering Committee for approval. After the form is approved, Katy will send it to the librarians and staff on June 1. The 2-year Library Governance staff and librarian positions will begin on July 1, 2015 and end June 30, 2017. The nominations and self-nominations by librarians and staff are due on June 8, 2015. If we do not receive enough nominations, Katy will recruit some librarians and staff to fill the vacant positions on the ballots.
- **ACTION:** Katy will contact Student Government for names of students who are interested in serving as representatives on the Library Governance Committees. Katy will contact Student Government in early June.

OLD BUSINESS:

Noise in the Library:

- The charge for Noise in the Library is at Step 2 in Library Governance. No updates from Bethany were given to the Library Steering Committee.
- **ACTION:** Katy will ask Bethany for an update on the progress of moving the charge through governance.

Circulation Paging System:

- Bethany sent a final recommendation to the Library Steering Committee on May 11. The final recommendation is: Patrons may request a book be pulled from the library stacks and placed on a hold shelf for pickup. Books will be retrieved within 24 hours of submission of a request and will be held for up to five days.
- Maureen moved to approve the final recommendation.
- Yuji seconded the move to approve the final recommendation.
- Everyone present was in favor for approval and the final recommendation will be sent to the Dean.
- **ACTION:** Katy will ask Amanda to update the status of the charge for Circulation Paging System on the Governance website.

Social Media Presence:

- The charge for Social Media Presence is at Step 1 in Library Governance. Katy asked Amanda for an update, and Amanda responded that a preliminary recommendation will be ready in early July.

Discovery Tool:

- The charge for Discovery Tool is at Step 1 in Library Governance. Katy asked John for an update, and John responded that he is working with Jia on scheduling vendor demos for several of the tools. One demo will be scheduled next week, and another later in May.

ADDITIONAL COMMENTS:

- For future Library General Staff meetings, the Zimbra calendar times should reflect the correct starting and ending times of the meeting, which will last for 80 minutes.
- Yuji reported that he uploaded a document to Vibe. Everyone present agreed that starting with FY16, Vibe will be useful as a way to store and organize documents for the Library Steering Committee.

ADJOURNMENT:

The meeting ended at 12:25 PM.

The next LSC meeting will be Wednesday, June 10 at 12:00 PM – 1:20 PM in the Dean's Conference Room.

The next General Library Staff meeting will be Wednesday, July 8 at 3:00 PM – 4:20 PM in the Library Auditorium.

Minutes submitted by Judy Marks.