

Library Steering Committee

Minutes

September 9, 2015

12-1:20pm

Present: Linda Dempf, Katy Ells (co-chair), Maureen Gorman, Anthony Immordino, Taras Pavlovsky (co-chair, arrived at 12:30), Alek Soriano, Olivia White

- I. The meeting was called to order by Katy Ells 12:05 pm.
- II. New Steering Committee Members introduced themselves. **Action item:** Katy will add new members to the TCNJ Vibe space.
- III. Agenda Edits: Election of a new co-chair was added to the agenda
- IV. New co-chair: After a brief discussion of co-chair duties and possible candidates, Anthony Immordino agreed to serve as chair. Committee members thanked Anthony for his willingness to serve. **Action item:** Katy Ells will go over co-chair duties with Anthony.
- V. Minutes from the last LSC meeting, June 10, 2015 were approved.
- VI. New Business
 - A) General staff meeting minutes from July 8, 2015 were reviewed and minor corrections were made. **Action item:** Linda will redistribute corrected minutes. Maureen will post on the staff intranet space.
 - B) TCNJ Library Social Media Plan Recommendation was discussed (June 1, 2015, Step 3). Several questions were raised, such as the possible role of web committee if guidelines are established (or endorsed); who or what is meant by “the library” in establishing these guidelines; and the suggestion of substituting “endorse the following guidelines” for “establish the following guidelines.” The original charge was reviewed, and it was agreed that the three-step process of governance was followed and that the charge was fulfilled—actually the group went beyond filling the charge with the additional guidelines that were provided. **Action item:** Katy will forward the final recommendation to the Dean.
 - C) LBSC Student Membership Pilot Update. Taras provided background: In 2014-2015, the Library Building and Safety Committee (LBSC) (inadvertently) had two

student members. It was decided that both members could serve on the Committee, with one vote, and this would be a pilot for having two students on a governance Committee. The LBSC Chair reported that the pilot was successful, and it was an asset to have two students for the feedback they provided, and this also helped ensure student attendance if one of the students could not attend. The LSC discussed this, and also pointed out the added benefit that if two students are present, it provides a broader spectrum of input. It was decided that this will be a possibility for Committees, and will be added to the list of items that will be proposed for amendment to the governance document.

Action item: Katy will add this item to the list of amendments to the governance document.

VII. Old Business

- A) Circulation Paging System: The Final Recommendation for this was approved by Dean on July 29, 2015. It is posted on the library website.
- B) Building & Safety Committee: Noise Policy Final Recommendation Rejected by LSC on July 29, 2015, and requested changes were communicated. We are waiting to hear from the LBSC regarding these changes.
- C) Strategic Planning Committee: New Objective (A3) Recommendation (Step 1). Strategic Planning Committee is preparing to gather evidence. **Action item:** Katy will forward (or post on vibe) the email that was sent to the Strategic Planning Committee regarding the New Objective (A3) Recommendation.
- D) Discovery Tool: January 1st, 2016 (Step 1): The Task Force sent notice to expect their positive recommendation to adopt a Discovery Tool. Two trials are currently underway, for Summon and Ebsco Discovery Service (EDS). The update from the task force is due to Steering by September 21, 2015.

VIII. Additional Comments : Olivia will let Taras or Anthony know if both she and Alek will be the student members on the Steering Committee this year.

IX. Meeting adjourned 1:26 p.m.

X. Post adjournment: Taras reminded us that in the next review of the governance document, we need to examine the deadlines for when we elect members.

Respectfully submitted,

Linda Dempf