

TCNJ Library Steering Committee

June 14, 2017

Minutes

Present: Linda Dempf, Maureen Gorman (minutes), Anthony Immordino (co-chair, presiding), Carly Mauro, Taras Pavlovsky (co-chair), Paula Rainey

- 1) LSC minutes from May 10, 2017, meeting were approved with a minor correction.
- 2) Discussion and review of current charges:
 - A) Social Media Presence (Step 3): Dean will approve the final recommendation.
 - B) Food and Drink Policy (Step 3): Awaiting final decision from the Dean to accept, accept with revisions, or reject. The Dean updated members on conversations he has had regarding composting discussions on campus. The initiative is not progressing, therefore, he will review the policy on the assumption that composting will not be implemented on campus any time soon.
- 3) Group Study Room Reservation draft charge:

The committee reviewed the draft charge to the Library Building & Safety Committee (LBSC). Some corrections were made, as well as some minor revisions to wording. The committee approved the charge, pending the corrections and minor revisions.

Action item: Anthony and Taras will revise the charge and send it to the LBSC.
- 4) Library Governance Committee elections:

The election process was reviewed and next steps were agreed on. It was noted that although library employees' terms on committees run July-June, student members' terms run September-August.

Action item: Paula and Taras will prepare and send ballots for open positions.
- 5) Revisions to Library Governance Document: deferred to future agenda.
- 6) New Business:
 - A) General Staff meeting minutes have not been distributed since January 2016, after it became impossible to make changes to the staff intranet. Vibe, a folder on the R drive, and email were discussed as alternative means of making minutes accessible to all staff. A decision was made to create a folder on the shared (R) drive called General Staff Meeting Minutes.

Action item: Maureen volunteered to create the folder on R, move old minutes from the intranet, add minutes from the past year, and notify staff of their availability.

 - B) Anthony reminded everyone to keep in mind that the LSC minutes are publicly posted and should be action minutes rather than detailed minutes.

Anthony, Carly, and Linda, whose time on the committee has come to an end, were thanked for their service.

Meeting adjourned at 1:25pm.