

Library Strategic Planning Committee (LSPC)  
Meeting Minutes  
December 4, 2013

Present: Valerie Tucci (chair), Taras Pavlovsky, Marc Meola, Brian Garsh and Sharon Leggett (rec)

Minutes of November 6 were corrected and approved

Taras is not doing bid waivers yet, he did contact Cheryl but she has not responded to the question about them. He talked to a colleague in VALE and looked for RFP templates.

Valerie discovered a link to an RFQ template on the College Business & Finance site but couldn't access it from home. But then Taras discovered they're not quite what we're looking for.

Val talked about the NJLA doing a strategic planning forum and will maybe contact Pat about the results.

There was a discussion of getting help from Cheryl with the RFQ and getting range of services for a strategic plan. Questions like what kind of services? What will be the budget? What can we do on our own?

The College has a strategic map. Do we want a map within the map? Taras suggests we do a plan that fits with the College's goals. Do we have a vision? We have a mission and we'll have to review it. Do we need a consultant to help us? Get feedback then work on the final product. It's impossible to get everyone to make a list.

What are our strategic plans? A job listed had a mission to build a partnership with faculty & students. A collected effort that used focus groups to figure out the top priorities-what would you change and why? A consultant would facilitate the focus group input then prioritize the list, take the data, analyze it, develop it, then meet with the strategic committee. They ran 1 or 2 then trained employees to work with focus groups.

Who would we meet with? Faculty Senate, Students, Library Staff and Faculty. Should we have a timeline? Overall, the worry is how long this will take. Taras proposes putting something together. It may be more feasible to have the RFP ready in January then submit in February.

Is there a list of people to submit the RFP to? There are 2 possibilities-one that worked on TCNJ Library and one that works with the SLA and various academic institutions. Check with ACRL, ads in the ALA and VALE recommendations.

Plans for a focus group by the Spring then get the info done by Summer then have an RFP ready before the next academic year starts. We will also be seeking direct shareholder input in the RFP.

We also have a list of comparative schools; we will split them up to see if their plans are on their websites to see what we can use. Benchmark analyses of TCNJ against NJ State Colleges. Check ACRL College Library of the Year and compare strategic planning. Also a new Libqual is coming up in the Spring, maybe we can use that for input too.

There was discussion over an appropriate date for the next meeting but the Winter Break and now weather has disrupted a January meeting. Maybe the next meeting will be on February 5.

Meeting adjourned at 1:30.