

Library Strategic Planning Committee (LSPC)
Meeting Minutes
November 6, 2013

1. Present: Brian Garsh (rec), Sharon Leggett, Taras Pavlovsky, and Valerie Tucci (chair).
2. Minutes of 10/2/13 meeting were corrected and approved. Minutes will be posted on the Library Website in a place determined by the Web Committee and approved by the Library Steering Committee.
3. Pavlovsky shared, via email, a document regarding how to draft a Request for Proposal (RFP). Pavlovsky will double-check if LSPC will need to put in a bid waiver to the Board of Trustees (BOT), and the deadline by which it must be submitted to the Board to be discussed at a BOT meeting.
4. Pavlovsky will contact Cheryl O'Connor, Executive Director of Library Link New Jersey, to share a copy of the RFP used for the statewide library strategic planning that occurred last year.
5. TSI Consulting Firm may be one of the vendors inquiring about the Library Strategic Plan regarding any academic library strategic planning they have conducted, and if they have not, any companies they may sub contract in order to obtain a consultant.
6. Pavlovsky proposed to draft an RFP to be reviewed and edited by the LSPC.
7. The next meeting will be held on December 4th. The tentative date for the January is the 8th.

Respectfully Submitted,
Brian Garsh