

2. LIBRARY STEERING COMMITTEE MEETING

Minutes from Library Steering Committee meeting 10/9/13.

Present: Judy Marks, Santina Mazzola, Marc Meola, Taras Pavlovsky, Ellen Rowcotsky, Yuji Tosaka.

The meeting began at 12:05PM.

We read the minutes from the last meeting, and we made some corrections.

Judy was nominated, and elected recording secretary of the committee.

Looked at draft for Library General Staff Meeting scheduled for the afternoon, and made revisions:

Taras planning to introduce “new” staff and student representatives at beginning of meeting.

Yuji suggested that we should let everyone know that this meeting will be different from previous meetings – we should explain that we are following the format for library general staff meetings as stated in the Library Governance Document adopted April 2013.

Marc suggested we use the following order for the meeting: 1. Discuss library business. 2. Transition to library governance. 3. Reports from governance committees.

Marc will talk about the Steering Committee, and he will talk about the request for regular reserved or preferential use of a study room.

Last year Taras was asked by the Provost to list strategic initiatives for the library. He posted a document on the screen – Strategic Goals AY 2012-2013. Our biggest endeavors involved the shared governance document, collection development policy, ILL and the website (we proceeded with the second phase of redesign for the library website, which is completed).

Marc asked if there are any updates on the request for use of a study room. Taras replied that the Building and Safety Committee will report on the request.

Operational updates (VI) will happen at future general library staff meetings, but not at the meeting for 10/9/13.

Taras will email the revised draft for the general meeting to members of the governance committees.

Marc suggested we email a reminder of the general meeting .

Ellen suggested that the dates for future general library staff meetings be announced at the meeting for this afternoon. It should be explained that the library general staff will meet monthly (or at least quarterly) –as stated in the TCNJ Library Governance Document adopted April 2013. Future meetings will be every October, January, April and July, on the second Wednesday of each month, 3:00PM-4:30PM.

Taras will remind everyone to leave an “away” message on their phone and/or email, if they plan to be away from work for an extended amount of time.

Shared governance in general:

Marc said that the campus community should be able to bring issues to the Steering Committee easily. How can individuals contact the committee?

Santina asked how TCNJ students could easily find out that she is a member of the Library Steering Committee.

Taras said that the home page of the library website will have a link to information on the library governance committees.

Santina suggested that our committee have an email account. Taras said an email account is a good idea, and he will get an email account for us. Our email account will be on the library governance website.

Noise on 4th floor of the library:

Marc suggested that the Steering Committee develop a charge about the noise on the 4th floor of the library.

Santina said that the Student Government Association sent an email about the noise on the 4th floor.

Yuji asked if the Steering Committee can develop a charge of its own, and Taras said that we can.

Document To: Library Building and Safety Committee (“LBSC”) dated September __, 2013 as Template:

Taras posted the document on the screen. Marc asked if we can use it as a template for developing a charge. Everyone agreed that it would be a good template.

Marc will develop a charge about noise on the 4th floor, using the template.

The meeting ended at 1:20PM.

Judy Marks

