

LBSC Committee Meeting Minutes

November 7, 2017; 3:30pm [rescheduled from October 31, 2017]

Present: Andrew D'Apice (Dean's Designee, Co-Chair), Terrence Bennett, Richard Brum, Marlena Frackowski, Paula Rainey (Co-Chair)

Absent: Maurice Crawley

- 1) Draft minutes from October 3, 2017 meeting minutes were reviewed and approved.

Old Business:

- a. PR still needs to send previous LBSC meeting minutes to Amanda Cowell (for posting to the library governance website).
- 2) PR discussed with TP issues raised during the last meeting concerning the Group Study Room charge from Steering. Specifically:
 - *Q: Does LBSC need to hold open fora to form its preliminary recommendation?* A: No. The charge to consider relevant data, input from stakeholders, and best practices does not mandate any open fora.
 - *Q: Does LBSC need to come up with a new policy for the preliminary recommendation? Or, does LBSC just need to determine if a change in the current policy is warranted?* A: As indicated in the charge, if the LBSC's review indicates that changes to the current policy are warranted, then the preliminary recommendation should develop and propose such changes.
- 3) Discussion of the Group Study Room Survey:
 - a. The timeline for distribution of the survey that was discussed during the last meeting was delayed. There was extensive discussion (between PR and TP; and via email among LBSC members) about seeking IRB approval. [The final decision was to not seek IRB approval.] PR also sought input from TP on the draft version of the survey. [TP offered some comments and suggested changes on November 6.]
 - b. The committee discussed TP's changes; additional changes to the survey were discussed.
 - c. PR spoke with LaMont Rouse (Assistant Director of Assessment in the Center for Institutional Effectiveness) about campus wide distribution of the survey. His feedback ["Is your audience only students, or also faculty and staff?"] prompted the committee to add an additional demographic question to the survey. He offered to review a draft of the survey before it gets distributed
 - d. The LBSC discussed the timing for distribution of the survey. Is the approach of Thanksgiving break and reading days/finals a problem for survey distribution this semester. After discussion, the committee concluded that a distribution period that ends before finals would be fine.

- e. The committee will aim to have the survey ready for distribution by November 13, and available through December 1. [Alternatively, November 20 through December 8.]
- f. The survey will be accessible via Qualtrics, and LBSC will also distribute paper copies to visitors. RB said that he would ask SG for help with distribution of paper copies in the library café, during meal equiv. for each of the days during the survey period. It was also suggested that paper copies be made available in the group study rooms.
- g. PR will draft (and TB will do a first edit) of a cover email to accompany the campus wide distribution of the Qualtrics version of the survey.

New Business [from previous meeting; now Old New Business]:

- 5) AD reported that LBSC was asked to think about the need for developing a comprehensive “Building Use Policy.” Currently, no such policy exists; do we need one? [For example, is there a written policy on the use of bicycles or skateboards in the library?] The committee will discuss this further at future meetings.

Meeting adjourned at 4:35pm.