

## LBSC Committee Minutes

12/7/17

4:00 pm – 5:00 pm

Present: Terrence Bennett, Richard Brum, Maurice Crawley, Marlena Frackowski, Paula Rainey (Co-Chair)

Excused: Andrew D'Apice (Dean's Designee, Co-Chair)

- 1) Minutes from November 7, 2017 meeting were reviewed and approved with minor changes.
- 2) LBSC thanked Richard and SGA for their assistance with distributing the group study room paper survey, and for encouraging students to take the Qualtrics or paper survey.

### **Old Business:**

- 1) Paula still needs to send previous LBSC meeting minutes to Amanda Cowell (for posting to library governance website).
- 2) Group Study Room Charge:
  - Groups reviewed the results from the Qualtrics group study room survey. There were a total of 479 Qualtrics responses and an additional 247 paper responses.
  - The next steps:
    - i. Input the paper survey results into the same database as the Qualtrics survey results
    - ii. Code the comments
    - iii. Analyze the data
    - iv. Summarize the data by mid-February 2018
    - v. Second preliminary summary to Steering by late February/early March 2018
- 3) 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?)
  - This will be discussed at a future meeting.

### **New Business:**

- 1) Respond to Steering Committee's request (below):

*Now that we have collected individual feedback, we want to hear more from library groups and committees. We want to know how library governance is assisting or not assisting with the goals and issues of groups and committees throughout the library. Whether your group or committee has received a charge from library governance, had an issue go through governance or feels that your work was affected in any way, positively or negatively, by the governance process your feedback would be greatly appreciated.*

*All current, former, ad-hoc, and informal committees and groups are welcome to send responses, but responses should be from the group, not from individual members. If you have any questions about this please ask and I will be happy to provide clarification.*

*We would appreciate if your group would let us know if you intend to send a group response by Friday 12/8. Please send your final group response to library steering at [librarysteering@tcnj.edu](mailto:librarysteering@tcnj.edu) by Friday January 5th.*

- Group suggested the following points. PR will draft a response to send to Steering, and send to LBSC for review. Once approved by LBSC, PR will send the revised response to Steering:
  - More time is needed to complete labor-intensive charges as well as assistance from other library members, who are not on the committee, who could help complete the charge.
  - Some library members are reluctant to serve on a committee when they hear about the work committee members are performing. They feel as though they do not have time to complete committee work and their current job responsibilities.
  - More clarity is needed charges as well as specific deadlines for completing the steps. Time is spent in meetings trying to interpret a given charge, and/or interpret governance documents.
  - There is a need for other campus members to sit on committees on an ad hoc basis. For example, LBSC could consider having an employee from Building Services to serve on a charge.
  - There is a need for communication on the status of completed charges, even if the charges are in a pending status (for example, the food and drink policy). For example, is there an issue with the recommendation? Did someone decide that the charge and/or recommendation no long essential?