LBSC Committee Meeting Minutes
February 5, 2018; 3:30pm

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

Absent/Excused: Andrew D’Apice (Dean’s Designee, Co-Chair), Maurice Crawley

1) Draft minutes from December 7, 2017 meeting minutes were reviewed and approved with minor changes.

Old Business:

2) PR still needs to send previous LBSC meeting minutes to Amanda Cowell (for posting to the library governance website).

3) Discussion of the Group Study Room charge:
   a. PR downloaded Qualtrics survey results to Excel, then manually input responses from completed print surveys into the same Excel spreadsheet.
   b. The committee discussed how to handle paper surveys on which multiple responses were given to questions for which only one response was intended. [Should both responses be included in the tally, or just one? Committee concluded that it would be acceptable to just choose one response, as this would not have a significant effect on overall analysis of responses.]
   c. The committee examined some of the responses to open-ended questions, in an attempt to begin to establish guidelines for coding these responses. Some overall themes and concepts were identified.
   d. MF will work with PR to verify the manually-input survey responses, and to code all of the responses to open-ended questions.
   e. In advance of the next committee meeting (scheduled for February 19, 2018), PR will distribute summary of survey responses to committee members.
   f. Timeline / plan for additional next steps:
      i. Feb. 19: Analyze and discuss summary survey responses
      ii. March 5: Begin drafting preliminary recommendation
      iii. March 19: Finalize preliminary recommendation for submission to the Library Steering Committee

Meeting adjourned at 4:45pm.