

Library Steering Committee
September 12, 2018
Minutes
DRAFT

Present: T. Astarita (Student Representative), A. Cowell (Co-Chair), Carly Mauro (Student Representative), M. Gorman, T. Hilliard (minutes taker), T. Pavlovsky (Co-Chair)

Agenda approved

1. Introductions: Welcome back Carly and welcome to the Library Steering Committee (LSC) Thomas.

- Carly agrees to serve as the primary student representative for LSC
- Thomas agrees to be the secondary student representative of LSC

2. Review of minutes of the August 8, 2018, meeting

- Action: minutes were approved unanimously, no changes made to document.

3. Review the status of any new and existing governance issues that may have been received since LSC meeting in August.

- It was determined that there were no new issues
- Study room proposal was received by the Library Building and Safety Committee (LBSC).
 - Action: It was decided that this document would be reviewed and discussed at the end of today's meeting, at the conclusion of reviewing the TCNJ Library Governance document.

4. Review of Library Governance Document:

- Review of the marked-up document resumed and minor formatting changes were made as needed. Review of the document and all of its contents was completed.
- Action: A. Cowell will prepare to send the document to interested parties (i.e., stakeholder groups) for final review. All members approve unanimously.
 - Action: It is decided that A. Cowell will prepare an email with a single question survey. This survey will offer those reading over the Library Governance document an opportunity to provide feedback.
 - Action: It is decided that this survey will be made available via email prior to the next General Staff Meeting, to be held on Wednesday, October 10, 2018. The survey will be available for five days after the General Staff Meeting to allow additional time for additional commentary

5. Review of Study Room Proposal (submitted by the LBSC)

- Proposal received.
 - Action: T. Pavlovsky will draft a response to the LBSC, thanking them for their proposal submission and advising that the submission be distributed amongst interested parties for review and feedback.