1. LBSC discussed the stakeholder feedback regarding changes to the current group study room policy. Last semester, LBSC presented a preliminary recommendation to:
   a. library faculty and staff
   b. staff senate
   c. faculty senate
   d. student government
   e. two campus-wide open fora

   In addition, stakeholders were given the opportunity to submit feedback via a Qualtrics form.

2. Based on the feedback, LBSC recommends the following:
   a. Piloting a reservation system (for three full semesters) for the second floor group study rooms.
   b. Providing access to rooms on the first, third and fourth floor on a first-come, first-served basis.
   c. Restricting reservations (to reservable group study rooms) to groups of three or more users.
   d. Maintaining the current policy of giving preference to groups of two or more users for the non-reservable group study rooms.
   e. Implementing a simple reservation system that can be managed without undue complexity (such as an Excel-based reservation spreadsheet and distribution of keys for access to the reserved rooms).
   f. Establishing an availability app or program that allows users to easily see if a room is available (either via reservation or first-come, first-served). This should be in place by the time the reservation system is being piloted.

3. PR will work on a draft of the final recommendation. This will also be discussed at the next LBSC meeting, which is scheduled for March 4, 2019 at 1 pm.

Meeting adjourned 2:10 pm