

LBSC Committee Meeting

February 24, 2023

Minutes

Present: Andrew D'Apice, Marlena Frackowski, John Oliver, Paula Rainey (minute taker), Katy Robinson

- Fire Drill - Discussed the Fire Evacuation and Emergency Presentation that took place at the all faculty and staff meeting. When should LBSC schedule a fire drill for library faculty and staff? There are benefits to holding a fire drill during the academic year when students are present. Per Taras, he prefers to schedule a fire drill when there are fewer students in the library (such as spring break or during the non-academic year).
- Outlet Testing - John tested some of the outlets on the second floor to see if the outlets are properly wired. The outlets he tested were all working properly. Should we test out more outlets throughout the library?
- Group Study Room Policy - Groups are currently using these rooms to sell event tickets. The rooms are not not designated for this purpose. One of the items in the current GSR policy reads: *Group Study Rooms are intended for collaborative work in the library and may not be used for regularly scheduled seminars, classes, club meetings, or other extra-curricular activities.* In addition, the library's tabling policy: *No event tables are permitted elsewhere in the café or library.* Does this cover the Library's intention that groups are not permitted to use GSRs for ticket selling?
- Safety Training - LBSC talked about holding a mock active shooter training. LBSC is also concerned about how the library doors lock on both sides of the building in the event of an emergency. In addition, library lab doors are often left open with a trash can.
- Public Address System - The PA system has not been working for quite some time. The emergency noise coming from the closet (Eickhoff side near - near RBS picture) is trying to signal the PA's system. The sound is becoming a noise hazard. Also, in time, patrons will continue to ignore this noise. When a real emergency occurs, they may not take the sound seriously.
- Service Animals/Emotional Support Animals- how does faculty and staff appropriately respond to patrons who bring in their service animals or emotional support animals? Are we permitted to ask for documentation?

TCNJ has a policy:

https://policies.tcnj.edu/wp-content/uploads/sites/247/2018/02/Service_and_Emotional-Support_Animals-1.pdf.

- Auditorium Green Room Access - Marlena reported that the computer in the Green Room was unplugged. This is a red flag because the computer should always be plugged in. She is concerned that someone without authorization entered the room. Andrew will put a sign on the computer "do not turn off." Will bring this issue up at the next library management meeting.