

LEC MINUTES

July 23, 2019, 11 a.m., W442

Chair: Scout C.

Recorder: Loretta C.

Also present: Eric T., Susan K., Lisa L., Jonah M., Sruthin G., Stephanie P.

Newsletter items: Sruthin went over our standard newsletter format.

- Loretta to send Monthly Reads 3-4 months at a time with input from Eric
- Carrington Beal Tour each month through October
- Library has ordered a bike repair stand for north side of library, to be installed this year
- Green roof construction underway at southwest corner of west wing

Compost: Jonah reported a missed pickup for one bin that was discovered yesterday. He immediately removed the bin and contacted IPF/Surplus. An employee was sent to the library within a few hours to check and replace any other bins that might have been missed. Jonah documented all compost bin locations in the Main Library and shared them with the compost program director.

Committee guidelines or bylaws: Sruthin will share Ergonomics Committee bylaws on Google Drive as a guide. Proposed guidelines may include:

- LEC scope based on our existing charge
- Chair duties
- Membership: requirements, process
- Officer length of tenure and succession
- Election procedures, depending on number of candidates
- Recorder: continue on rotating basis
- Other officers
- Absences: chair responsible for appointing substitute if possible
- No December meetings
- Eric, Scout, and Lisa will meet August 7 at 3 p.m. to create draft guidelines and place on Google Drive for LEC review. Stephanie will copy edit.

Susan reported some possible changes in policy in the Sparty's Cyber Café regarding water and coffee refills. Discussed ways for LEC to be involved. Jonah will draft an inquiry to the University Librarian regarding existing conversations between Libraries and Sparty's, and whether LEC should join them, or begin an independent inquiry.

Susan reminded LEC to start thinking about upcoming events for spring 2020. The fall publicity deadline is August 1.