

7-28-2022

## LOSAC Minutes 2022-07-28

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** July 28, 2022

**Time:** 1:30pm

### **Teams**

**Present:** Joanna Kulma (Chair), Tina Maxwell (Vice-Chair), Jacklyn Egolf (Secretary), Sara Richter (LAC Representative), Patrick Sanchez (Historian)

## **I. Old Business:**

### **A. Approval of Agenda**

The agenda for 7/28/2022 was approved.

### **B. Archival Review**

The committee reviewed and approved the following LOSAC documents to be archived in the Regional History Center:

1. Agenda: 4/20/2022

### **C. E-mail Updates**

Stacey Bivens retired and was removed from LOSAC's e-mail list.

Vicki Wren retired and was removed from LOSAC's e-mail list.

Kate Swope left the library for another job and was removed from LOSAC's e-mail list.

### **D. 2022 LOSAC Elections**

There was a brief review of the confidentiality requirements for all LOSAC members. Members were reminded that the LOSAC constitution, minutes and agendas are found on Blackboard.

### **E. LOSAC Suggestion Box**

No submissions received.

## **II. New Business:**

### **A. Selection of officers:**

Joanna Kulma – Chair

Tina Maxwell – Vice Chair

Jacklyn Egolf – Secretary

Sara Richter – LAC Representative

Patrick Sanchez – Historian

The committee decide to meet on the third Thursday of every month at 1:30pm

## B. Department Heads Meeting

### Department Heads Meeting Notes – 7/19/2022

Present: Leanne VandeCreek, Gwen Gregory, Cliff Benson, Brad Wiles, Hao Phan, Sarah Holmes, Joe Thomas, Matt Short, Nestor Osorio, Jaime Schumacher, Jeff Donahue, Joanna Kulma

#### I. Updates

Cliff: New furniture and the sphere are being set up. It is not going as smoothly as planned. We are in the process of working on the Welcome Desk. Hopefully everything will be ready in time for the open house.

Brad: Matthew and Margret are done. Margret has officially retired, and Matthew is working at Arkansas State University. Nora will be back on August 1<sup>st</sup>. Beth did rare books school at the University of Virginia and is writing a book. There is currently one GA and 2 students working, it's been busy with researchers coming in. Open hours for the fall semester are still being determined and the webpages are being updated.

Hao: The SEADL project finished digitizing Cambodian manuscripts. Emily Ginger, the SEADL Librarian based at Cornell, came to visit. Hao is working with Gwen and Mary to hire two student workers for cataloging Thai and Cambodian materials. He is also working with Sandar on inserting Burmese script into the catalog records. Another possible project would be digitizing microfilm.

Sara: There is currently no one in the staff position at the Music Library. Hopefully someone will be hired soon. Scores under 22cm are being moved to their own section. This project is 2/3 of the way done. Sara is working with music camps and workshops.

Joe: Tony's position still hasn't been filled. A graphic designer is helping to finalize the floor maps. 10-15 desk upgrades have been completed. There are new laptops that will be available to the public, not sure yet how many. Computer in the classrooms are being updated. Migration to Blackboard Ultra will hopefully be done by the end of 2022. In the meantime, continue using Blackboard. Teams voice migration is coming up. DOIT is offering headphones. Once the transition is complete, we will no longer have phones, all calls will be on Teams.

Matt: In the process of moving the Diglab staff to tech services. Gwen has worked on getting Gobi set up to send shelf ready books.

Nestor: The search for the Health Science and Science librarian is going well. The Zoom interviews are done, and the committee is deciding which candidates to bring to campus.

Meredith and Wendell are responsible for the Health and Science subjects until a hire is made. Wayne will be off for the month of August. Weeding of reference materials is going to continue. There will be an increase of in person reference desk hours, Monday-Thursday 10am-6pm and increased coverage on Friday and some during the weekend.

Jaime: Continuing to ramp up Huskie Commons and make a university wide bibliography. This will kick off in the fall.

Jeff: FY23 hiring for GA's and students needs to get together as soon as possible.

Joanna: LOSAC elections have been completed. New member joining the committee are Sara Richter, Jacklyn Egolf and Tina Maxwell. Alternates for the year will be Keith Cochrane and Sata Prescott.

## II. Mission statement

Leanne shared the following draft of a mission statement for the libraries:

We empower and inspire NIU students, faculty, and the community to transform the world, and themselves, through the discovery and creation of knowledge. We value the traditional while embracing the innovative. Our learning spaces, services and technology are inclusive and welcoming.

If there are any suggestions, please let your department head or Leanne know.

## III. Strategic planning

The strategic planning documents should be reviewed before the next department heads meeting.

Are there things we could stop doing? Is there something that we do, that we don't need anymore?

## IV. Documentation

There is a need for a better system of documentation of things we do. This will help new employees. It was suggested that a shared document should be created of things that occur on a regular basis. Leanne, Brad, Gwen, Jeff and Joe created a task force to deal with this issue.

## V. Next meeting

The next Department Head's meeting will take place on Tuesday, August 16<sup>th</sup> at 10am.

**C. Annual meeting with Operating Staff**

Joanna will contact Fred and set up a time for the annual meeting of the Dean with Operating Staff. Joanna will also work on the LOSAC annual report.

**D. Emergency procedures document**

The need for an updated emergency procedures document was pointed out. It was determined that this was an issue for the Library Security and Emergency Committee and that we would ask Bill about it.

**E. Ergonomic workspaces**

Jacklyn brought up the need for ergonomic workspaces. Desk and keyboard height were some of the issues that were mentioned, as well as being able to use both the laptop, monitor and keyboard comfortably. It was determined that this should be a library wide effort, possibly taken up by facilities management. Joanna will speak to Fred about this.

Meeting was adjourned at approximately 2:10pm.

Our next regular meeting is scheduled for 8/18 at 1:30pm on Teams.

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Respectfully Submitted,  
Joanna Kulma, Chair