

8-25-2022

LOSAC Minutes 2022-08-25

Library Operating Staff Advisory Committee

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Library Operating Staff Advisory Committee (LOSAC)

Meeting Minutes

Thursday, August 25, 2022

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 08/25/22

The agenda for 8/25/2022 was approved.

B. Archival Review

The archival review was approved for the 07/28/22 Agenda and Minutes.

C. E-mail Updates

Katherine Ray is new operating staff and will be added to the LOSAC mailing list. No one has quit (so they need to be removed from the mailing list).

D. LOSAC Log

No changes to the Log – if you can't get to it, let Joanna know.

E. LOSAC Blackboard Suggestion Box

Nothing in the suggestion box.

F. Annual Report

Joanna is working on this, and will send it out for committee approval, probably next week.

In the immediate past, the chair has written the annual report and submitted it to the library dean. According to LOSAC procedures, it is supposed to be written by the Vice-Chair. We will follow that procedure going forward.

G. Ergonomic Working Environment

This is a follow up to an email Jacklyn sent regarding the ergonomics assessment from Environmental Health and Safety: <https://www.niu.edu/ehs/resources/ergonomic-assessment.shtml>

Joanna has talked to Fred about this. He wants to talk to the department heads and see how they are already addressing ergonomic questions. He wants to know how the information collected in the assessment is used.

Joanna sent him the above link. She suggested that a similar survey could be created and used internally in the library.

Jacklyn explained that after she filled out the assessment, someone from Environmental Health and Safety came to her workspace, watched her work and took photos of her working, and made recommendations as to what could be changed in her workspace to make it more ergonomic. The photos were emailed to her for her to share with her medical provider, etc. The assessment is diagnostic, not just collecting information. Joanna will pass this information on to Fred.

Tina explained that a similar assessment had been done in her department a number of years ago, and they did get some more-adjustable furniture as a result.

Patrick suggested that such an assessment might work better if done on a library department by department basis, rather than the entire library doing it as once – this would make smaller projects and not look as though it will be too expensive to be implemented.

Jacklyn said that there is unused furniture in the library that people might use, as well as furniture available in the university surplus. Joanna said she had mentioned that to Fred.

The resulting discussion agreed that people might not think about whether their workspace is ergonomic enough or might not speak up and ask for what they need, if there is not a library-wide project to address this issue.

Joanna will bring up the issue of ergonomic workspaces for library staff at the department heads meeting if it isn't brought up by someone else.

H. Other

No other old business

II. New Business

A. Annual Meeting

The annual meeting of the library operating staff with the library dean will occur on Thursday September 29 at 1:00. It will probably be via Teams, although Fred has said that the Library Forums will be held in person going forward.

Joanna will follow up on whether this meeting will be via Teams or in person and will email people asking for their questions for Fred in advance.

B. LAC

There was no meeting last month or this month. Joanna will let Fred know to send Sara an invitation.

C. Other

Agendas:

LOSAC has been sending meeting agendas only to operating staff, not also to the library dean and all operating staff supervisors. The dean and supervisors will get agendas starting next month.

NIU emergency response guide:

Sara sent the LOSAC committee members the file of the university emergency response guide. These are no longer being printed out, due to the expense (\$1 each) and due to

many of them simply being recycled. You may print out a copy if you like and charge the printing to your department.

The newest version seen posted around the library are from 2014. Sara will speak to Cliff and Bill about getting them taken down, since they are possibly obsolete?

The suggestion was made that perhaps a QR code, linking to the document online, could be posted around the library.

Meeting was adjourned at approximately 1:54 pm

Our next regular meeting was not scheduled – we may skip the September meeting due to the annual meeting with the library dean.

Respectfully Submitted,

Jacklyn Egolf, Secretary