

8-15-2020

## LOSAC Minutes 2020-08-15

Library Operating Staff Advisory Committee

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### Recommended Citation

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## Minutes of the regular meeting of the LOSAC committee

**Date:** N/A

**Time:** N/A

**Founders Memorial Library, Room 411**

### **I. Old Business:**

#### **Approval of Agenda**

No agenda to approve.

#### **Archival Review**

N/A

#### **E-mail Updates**

Margret Abbott retired ([macbott@niu.edu](mailto:macbott@niu.edu)).

Nancy Adams retired ([nadams@niu.edu](mailto:nadams@niu.edu)).

Marcia Brandlee retired ([mbrandlee@niu.edu](mailto:mbrandlee@niu.edu)).

Renee Kerwin retired ([rkerwin@niu.edu](mailto:rkerwin@niu.edu)).

#### **LOSAC Suggestion Box**

No submissions received.

### **II. New Business:**

Nothing on the agenda so no meeting was held.

## **Department Heads Meeting Notes – August 10, 2020**

**Present:** Jim Millhorn, Jaime Schumacher, Hao Phan, Leanne VandeCreek, Fred Barnhart, Crystal Hill, Cliff Benson, Joe Thomas, Wendell Johnson, Michele Hunt

### **Fred**

- Our budget isn't going to be cut as severely as anticipated.
- We can hire a few of student workers and have access to work study funds
- General Announcements from the Group.
  - None
- **Reviewing the Phase Four Plans for Fall 2020 Document**
  - Requesting a change to the Protecting the Pack document for our hours from M-F; 8-6 to M-F; 9-6.
  - Not considering weekend hours until we get feedback from patrons and staff and see how things go with these hours with patrons in the building.

- Staying open until 6pm is dependent on having student workers.
- *Question:* Will there be a regular schedule for reviewing the hours after Sept 7.?
  - *Answer:* Yes, we'll periodically review over the semester especially before midterms and finals.
- *Question:* If we want to come into work, do we need to notify security and send them a schedule?
  - *Answer:* For Staff, we should be working with supervisors to set schedules and then relay that to Cliff.
- *Question:* Should we only use the front door for entering?
  - *Answer:* No, we can use the back door. Our OneCards work. If you're coming in out of the blue, just send an email to Bill and Cliff.
- *Question:* What if a person doesn't have their OneCard, but asks for access to the building?
  - *Answer:* More discussion to decide the protocol for that situation.
- We will be purchasing color coded plastic passes that indicate the patron's reason for being in the building and to track the number of patrons in the building. They will be disinfected once turned in.
- There will be no ready access upstairs for browsing or seating.
- *Question:* Will the passes have instructions on the back for protocol?
  - *Answer:* Trying to find a way to do that without removing those instructions when disinfecting.
- Discussing how we can inform patrons of the options for access and acknowledging their responsibility.
  - *Suggestions:* A statement that if you take a pass you're agreeing to certain terms: no fever etc.
- The reason we are asking that patrons wear masks while studying is because we don't know how the virus behaves within the ventilation system.
- The Café will be open. Food and drink will not be allowed outside of the café. You may only remove your mask to eat and drink while in the Café.
- The number of people will be limited in the Café. We are leaving those rules up to them.
- Browsing the stacks will be on a case by case basis. By appointment only preferably or they will be given a pass to go upstairs. This goes for everyone—faculty and students.
  - This will not be promoted. Just available if it comes up.
- If patrons touch any materials, we're working on the honor system that they will return those items to designated trucks. Those materials will be quarantined for 4 days.

- *Question:* When will items be picked up at lockers vs. at Circ. Desk and when should patrons use email vs. Get It (local request via Alma) to get materials?
  - *Answer:* When using the Get it via Local Request Options the material can not be put in the locker. If they use the email it can be placed in the lockers and an email sent with instructions.
- Staff and Faculty can still work from home with supervisor approval. No need to sign confirmation documents, but we want to make sure that people are properly spaced and safe. So it's important to work with your supervisor and come to an agreement.
- Gloves should always be worn when handling materials, especially when they come back from patrons. We will continue asking that masks be worn when in public areas.
- *Question:* Can Staff work longer than a half day?
  - *Answer:* Yes, but we must make sure that staggering is still in place and keeping a safe distance with not too many folks in one place.
- *Question:* If you wear a face shield do you also need to wear a mask?
  - *Answer:* We need to investigate this. There is conflicting info on whether a face shield alone is enough protection.
- Staff will be emptying their own trash bins into centralized waste receptacles near the escalators.
- Distinctive Collections and Regional History are also limited to NIU community members for the time being.
- *Question:* What if a requested book is in quarantine?
  - *Answer:* Items will not be discharged until they leave quarantine.

## **LAC meeting**

No meeting this month.

## **Link to OSC minutes**

The most recent OSC Minutes can be found here: <https://www.niu.edu/operating-staff-council/pdf/meetings/minutes/2020/osc-minutes-june-2020.pdf>

Meeting was adjourned at approximately [time].

Our next regular meeting is to be determined and will be held via Teams.

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Respectfully Submitted,  
Michele Hunt, Chair