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LOSAC Minutes 2021-09-09

Library Operating Staff Advisory Committee

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Minutes of the Regular Meeting of the Library Operating Staff Advisory Committee (LOSAC)

Date: Thursday, September 9, 2021

Time: 1:30 p.m.

Microsoft Teams Meeting

Present: Joanna Kulma (Chair), Crystal Hill (Vice Chair), Stacey Bivens (Secretary), Zak Effler (Historian), Tina Maxwell (LAC Representative)

I. Old Business

A. Approval of Agenda

The agenda for September 9, 2021, was approved.

B. Archival Review

1. Agenda 08/11/2021: ready to be archived
2. Minutes 08/11/2021: ready to be archived

C. E-mail updates

Nora Jimenez, Rare Books and Special Collections, was added to the e-mail list.

D. LOSAC Log

Nothing new has been added.

E. LOSAC Suggestion Box

No submissions were received.

F. Student Worker Pay

This issue is currently at a standstill. The minimum wage for library student employees was increased to \$13 an hour, leading to salary compaction with several full-time employees now making the same or even less than student employees. Joanna e-mailed two contacts from AFSCME 1890 but has not yet heard back from either. Joanna has a draft of a letter to Fred detailing the staff's concerns regarding the new minimum wage. If Joanna doesn't hear back from union, she will send Fred the open letter the week before meeting. It was decided that this issue will be brought up at the annual meeting between Fred and the Operating Staff.

G. Annual Meeting with Operating Staff

The annual fall meeting between the Operating Staff and Fred will take place on Tuesday, September 28, from 1:00 until 2:00 p.m. on Teams. Crystal will send out the Teams meeting invitations and let Joanna know how many people respond, because a majority of operating staff must attend for the meeting to be valid.

Joanna is currently working on the LOSAC annual report and plans to have it available early the week of September 13 for the LOSAC members to read.

II. New Business

A. Department Heads Meeting

The notes from this meeting follow:

Department Heads Meeting – 8/17/2021 at 9am on TEAMS

Present: Fred Barnhart, Cliff Benson, Crystal Hill, Jim Milhorn, Joanna Kulma, Joe Thomas, Nestor Osorio, Sarah Holmes, Sarah McHone-Chase, Jamie Schumacher, Gwen Gregory, Leanne VandeCreek

- **Returning to work**

All employees must be vaccinated or participate in weekly surveillance testing to work on campus. There are currently no plans for what would happen if Phase 4 were to be reinstated, however, supervisors should think of what employees should do if they have to work remotely again.

- **Fall 2021 at the library**

FML hours will return to normal starting Monday, August 23rd. The library will be open to the public and masks will be required. If someone refuses to wear a mask, they must first be asked to put one on, if they refuse security can get involved. If a student says they have a medical reason for not wearing a mask they need to be registered through the Disability Resource Center. The reference desk will be virtual for the first 8 weeks of the semester and the circulation desk will be closing at 7pm during the week. Six public access terminals will be available on the 1st floor. Students, faculty, and staff can check out laptops if they need access to a computer. Study rooms can be reserved online and have a limited capacity. Smart classrooms can also be reserved at 50% capacity.

- **New trash policy**

Employees should take out their own trash to designated spots on each floor. Reuse garbage bags for as long as possible, new bags will be set out by the trash cans. Cliff emphasized that this is a new policy and if there are any problems to please contact him.

- **Other**

Nestor mentioned that a majority of library faculty still want to do instruction virtually. Fred says that he will support whatever faculty feel comfortable doing. Gwen said that Archives and Regional History will be using the SEA reading room temporarily. Materials are available by appointment. The Reflection Room will be returned to its purpose. Leanne brought up that the One Button Recording Studio is open on the 3rd floor in the Digital Convergence Lab area. She thanked Joe for all his hard work in setting it up.

B. Archives

Joanna will contact Margret Abbott to see whether to send archival LOSAC minutes to Margret now or wait until new a full-time employee has been hired.

The LOSAC meeting adjourned at 1:44 p.m.

The next LOSAC meeting will be held on October 14, 2021, at 1:30 p.m. on Teams.