

9-19-2006

## LOSAC Minutes 2006-09-19

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

**Tuesday, September 19, 2006**

**1:30 p.m.**

**Room 409**

**Present:** Teresa Jacobsen (retiring Chair), Susan Kapost (Vice-Chair), Pat Arne (Secretary), Catina Maxwell (retiring LAC rep), Sherry Lee Patterson, Stacey Bivens, Jayne Crosby (alternate), Ginger Prothero-Schwersenska (alternate), Angie Schroeder, Mona Strausberger

**Excused:** Joan Metzger (Historian), Mitra Mohabbat.

**Old Business:**

**Approval of Minutes**

The minutes of 8/8/06 were approved.

**Archival Review**

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

8/8/06 Agenda

8/8/06 Minutes

**New Staff Email Updates**

The personnel list was updated.

**Meeting with Human Resources rep review**

Notes from the meeting with Human Resources staff, Barb Jones and Rose Miller, will be revised and then distributed at the LOSAC annual meeting, as well as, via email for those staff members who were unable to attend the meeting.

**New Business:**

**Confidentiality Refresher**

The out-going chair discussed the confidentiality statement and the responsibility of the alternates.

**Committee Transition**

Committee transition began with the review of the officers' duties. The retiring members then left the meeting. Chair, Teresa Jacobsen thanked this year's committee and remarked that she had enjoyed working with everyone. **Goodbye and thanks to outgoing members: Teresa Jacobsen, Tina Maxwell, Mitra Mohabbat.**

**Selection of 2006-2007 Officers**

Chair	Stacey Bivens	Historian	Joan Metzger
Vice-Chair	Mona Strausberger	Secretary	Susan Kapost
LAC Rep.	Angie Schroeder		

**LOSAC Meeting Schedule**

The meetings for the upcoming year were set for 1:30 PM on the 3<sup>rd</sup> Tuesday of the month in room 409.

The meeting schedule for 2006-2007 is as follows:

October 17 <sup>th</sup>	April 17 <sup>th</sup>
November 21 <sup>st</sup>	May 15 <sup>th</sup>
December 19 <sup>th</sup>	June 19 <sup>th</sup>
January 16 <sup>th</sup>	July 17 <sup>th</sup>
February 20 <sup>th</sup>	Aug 21 <sup>st</sup>
March 20 <sup>th</sup>	September 18 <sup>th</sup>

### **Annual Meeting**

The annual meeting will be on Tuesday October 10, 2006 at 9:00am. Refreshments will be served.

### **LAC meeting**

Provost Ray Alden outlined the criteria for the formation of the Dean of Libraries search committee. He would like the search committee to consist of 13-14 members with the following categories included:

- 5 faculty/staff from the library
- 3 students: 2 graduate and 1 undergraduate
- 3 LAC committee members
- 1 Faculty of the Senate
- 1 Council of the Deans
- 1 external member (Friends of the Library)

The Provost would like for the committee to be formed as soon as possible with a target meeting date of early October. The Provost will also appoint two co-chairs to head the committee.

The LAC member appointments for the Dean of Libraries search will be Michael Spires, Rebecca Butler, and Lin Shi.

The elections of officers: Chair, Orayb Najjar and Vice Chair, Debra Zahey.

### **Deans Report:**

Chalermsee Olson gave an update on the Science and Social Science librarian positions, both are currently in process.

T.J. Lusher demonstrated the new library web page and said a privacy policy will be added.

A new policy for use of the smart classrooms has been established.

The library is currently working with the one card services to eliminate the use of social security numbers, with changes forthcoming.

New business:

So far, Mark Mehrer has been elected to the Collection Development committee, with two more members to be determined.

It was discussed whether or not LAC should look into changing the circulation policy. In particular, the policy regarding the appeals process for abusive behavior, as well as, can abusive behavior be better defined? This stems from a problem patron wanting revisions done.

The meeting was adjourned at 3:30pm

**Other**

Clarification was requested regarding opstaff involvement in outside work related activities, especially when changes from past practice are implemented.

Meeting was adjourned at approximately 2:52 p.m.

Respectfully submitted,  
Susan Kapost, Secretary