Library Operating Staff Advisory Committee (LOSAC)
Meeting Minutes
Thursday, November 17, 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 11/17/2022
   The agenda for 11/17/2022 was approved.

B. Archival Review
   The archival review was approved for the 10/20/22 Agenda and Minutes.

C. E-mail Updates
   There are no new operating staff to be added to the LOSAC mailing list: No one has quit (so there is no one to be removed from the mailing list).

D. LOSAC Log
   No changes to the Log.

E. LOSAC Blackboard Suggestion Box
   Nothing in the suggestion box.

F. Ergonomic Assessment
   Leanne Vandecreek [Associate Dean, Public Services] sent out an email with a link to the ergonomic assessment questionnaire from the NIU Department of Environmental Health and Safety. She also discussed it in the library forum on Nov 17th. So we have received the public support from library administration, for library employees getting assistance with ergonomic issues, which we had asked for.
   The question was asked what material support library admin had offered Jacklyn regarding the results of her assessment. She explained that she’d been able to go to NIU surplus and get some tables with adjustable legs; she is waiting for her computer to be moved to those tables. She also mentioned that whenever she has an appropriate opportunity, she brings up getting the curved keyboards for staff who would like them – they are one $30 each. Joanna said that she’s also bringing up in meetings the curved keyboards and mousepads with wrist rests. It was mentioned that these might even be able to come out of the library's stationary [ie, office supplies] budget. Sara explained that anything under $50, we should be able to just ask library administration for it, and it will be purchased for us.
G. Other Safety-related business

Joanne has passed on to Dean Barnhart the possibility of the library employees getting fire extinguisher training and ALICE training. Dean Barnhart said he’d passed that along to Leanne Vandecreek to see if anything could be done. We do not have an update from Associate Dean Vandecreek.

H. Other

No other old business

II. New Business

A. Department heads meeting:

Joanna verbally shared her minutes from that meeting. Her report is included at the end of these minutes.

B. Other

Some concern was expressed in the meeting regarding how much (or how little) storage space is left in the basement. Apparently, the Law Library has done some weeding, and has some extra space, and Founders will be able to use some of that for storage as well.

The Friends of the Library 2023 calendar is available for sale in Library Administration. It’s a hanging wall calendar for $25. The photos are done by the same person who did last year’s calendar.

Someone has talked to Joanna about the library staff directories, and that the listing of people’s jobs is not consistent. Some people have their job responsibilities listed, some just say “staff” and some have their civil service rank. There was some discussion – apparently, it’s just whatever people have asked to have in the directories. It was suggested that directories should list responsibilities and/or units, rather than civil service ranks. It was also mentioned that some people have their A numbers listed at their email addresses, rather than their email aliases. Joanna will contact Steff Scharmacher in the library’s Technology Support Services, and see if he has the authority to make the listings more uniform. If he does not, we will find out who does, and get the directories updated.

Meeting was adjourned at approximately 1:30 pm.

There will not be a December meeting, unless someone approaches Joanna with an issue we need to discuss.

Respectfully Submitted,

Jacklyn Egolf, Secretary
Library Management Team meeting 11/15/2022 at 10am on Teams

Present: Fred Barnhart, Leanne VandeCreek, Gwen Gregory, Brad Wiles, Nestor Osorio, Hao Phan, Matt Short, Joe Thomas, Sarah Holmes, Cliff Benson, Joanna Kulma

I. Department Updates

Hao – Weeding in the SEA collection is ongoing. Right now, the focus is on removing duplicates. Some other materials will also be moved to the basement so that Ron can start shifting. There is a new exhibit in SEA titled, Traditional Dances and Ceremonies in Southeast Asia

Matt – Doing some last-minute weeding. The remote installation of Islander 2 is available in a limited capacity.

Brad – There is currently a full schedule of programming. Beth will be holding history of the book seminars about once a month or every six weeks. The culinary history event is going well. There is also a partnership with WNIJ in the works. The Sigma Gamma Rho exhibit is currently downstairs. The 100th anniversary weekend went well. Beth has picked up books from a collector to fill some gaps in existing collections. Some significant collections are in the works. There is a plan to hire an administrative staff position for the department.

Nestor – Betsy Sterner will be starting on November 16th as the new Health Science and Science librarian. Nestor and Leanne are working on an onboarding schedule for her, and Nestor will be bringing her around to the individual departments. Requests have been made for new reference sources that are exceeding the department’s budget. We are still waiting on the scheduling system for the reference desk. The exhibit for International Education Week created by Kimberly Schotick will be up for two more days.

Joe – We are focusing on the switch to Teams Voice. Otherwise, it’s business as usual.

Sarah – The School of Music is up for accreditation. Laly has been working for over 3 weeks and things are going well. The Music Library has some new furniture and carpet that the students seem to be enjoying.

Cliff – Sones de Mexico is coming up on Thursday and there will be a Rails event coming up. There is also furniture shifting happening.

Gwen – Rails will be coming to the library in December. There will be treats in the staff lounge.

Fred – Meeting with University leadership. Vernese Edgehill-Walden is impressed with what we’re doing for diversity. We need to address getting laptops into the hands of the students who need them the most. Friends of the Library 2023 Calendar is now available in Admin. for $25.

II. Ergonomic Support
Joanna talked about a greater need for ergonomic support for faculty and staff and shared the survey from NIU Environmental Health and Safety. Leanne will send an email with the link and some information. She will ask supervisors to be on the lookout for any questions or requests.

III. Strategic Planning

Brad – Beth and Nora have been working on objectives for Rare Books and Archives and putting a plan together.

Matt – The department went through the strategic planning document item by item and gathered data on things that have been done, discussed things that haven’t been done and what to add.

Fred – Supervisors should talk to their departments about this.

IV. Skilltype

Everyone will get an account with Skilltype to facilitate their professional development. Gwen will send out invites and schedule a training session for after Thanksgiving. The invite seems to be going to junk mail, so Gwen will work with Joe to try to figure that out. Gwen and Leanne will talk about Skilltype at the forum on Thursday. We have a one-year subscription to this service, if all goes well, we will re-up after the initial year.

The meeting ended at 10:55am