

9-21-2011

LOSAC Minutes 2011-09-21

Library Operating Staff Advisory Committee

Follow this and additional works at: <https://huskiecommons.lib.niu.edu/ua-library>

Recommended Citation

Library Operating Staff Advisory Committee, "LOSAC Minutes 2011-09-21" (2011). *University Libraries Archive*. 111.

<https://huskiecommons.lib.niu.edu/ua-library/111>

This Minutes is brought to you for free and open access by the Teaching & Learning Archives at Huskie Commons. It has been accepted for inclusion in University Libraries Archive by an authorized administrator of Huskie Commons. For more information, please contact jschumacher@niu.edu.

Minutes of the Library Operating Staff Advisory Committee (LOSAC)
Meeting – Wednesday, September 21, 2011
1:30 PM Room 409
Founders Memorial Library

Present: Margret Abbott, Nancy Adams (Secretary), Stacey Bivens, Pat Galvan, Teresa Jacobsen, Mark Mattson (Vice-Chair), Catina Maxwell, Annie Oelschlager, Brian Prall (Chair), Ginger Prothero-Schwersenska (Historian), Jessica Williams

I. Old Business

Approval of minutes

The minutes of 8/16/2011 were approved.

Archival Review

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

Agenda	8/16/2011
Minutes	8/16/2011

Annual Report

LOSAC's 2010-2011 annual report was submitted to Dean Dawson for his perusal. The report was approved, and will be distributed to all library operating staff prior to the fall meeting between LOSAC and staff.

LOSAC Constitution

The LOSAC constitution will need to be updated to reflect the changes in the library's organizational chart. The committee decided to table this discussion until its October 19 meeting.

Picnic Tables

The cement slabs have been poured, and the tables will be installed after the concrete has cured.

E-mail Updates

Welcome to Lynne Smith (Circulation).

Good-bye and best wishes to Mark Mattson (Music Library).

II. New Business

Committee Transition/Officer Elections

Newly-elected LOSAC members and alternates were welcomed, while out-going members were thanked for their service to the committee. Because of Mark Mattson's departure, Catina Maxwell was immediately called upon to fill this vacancy. There was a reminder about the confidential nature of LOSAC meetings, and officers for the 2011-2012 committee were chosen.

This year's committee is:

Brian Prall, Chair

Annie Oelschlager, Vice-Chair

Stacey Bivens, Secretary

Jessica Williams, Historian

Nancy Adams, LAC Representative

Pat Galvan

Catina Maxwell

Meeting between LOSAC & Operating Staff

This meeting will take place at 9:30 AM on Tuesday, November 1, 2011, in the staff lounge. Brian Prall, LOSAC Chair, will introduce the committee, and go over the annual report. Also, staff is encouraged to think about and/or share questions or comments for LOSAC to discuss, and for the meeting that will be held in the spring with Dean Dawson.

Door 19

Ramp access was requested for door 19, the exit door on the southeast corner of the library. According to Jeff Daurer, Director of Capital Budget and Space Planning, a ramp cannot be installed at this location, because it would be placed over a movable grate, which is a safety issue. Door 20 is not an option either. Mr. Daurer's opinion is that door 19 should not be used at all.

Search for Associate Dean for Public Services

Selections have been made, and interviews are currently being set up with 5 candidates. Both faculty and staff will have opportunities to meet with the candidates.

III. Department Heads Meeting September 13, 2011

From the Dean:

- President Peters spoke more on his Vision 2020 plan when meeting with the

individual Deans in September. When discussing the library's role in that, Dean Dawson talked about the possible implementation of an information literacy course. President Peters seemed excited about the idea. Dean Dawson also recommended that the university look into more recruitment among the Spanish speaking community pointing out that there is not even a Spanish speaking academic advisor on campus.

- The search for the Associate Dean is moving forward specifically reviewing references. The plan is to interview five candidates in October and hopefully have the position filled by January 1, 2012.

- Dean Dawson contacted Kathy Buettner, president of university relations, about using the bridge area over Normal Road as advertisement space. The plan is still under discussion but looks hopeful.

- There have been no requests as of yet for budget givebacks. Regardless, we are still spending cautiously.

Information Literacy Course

- Nestor and four other Reference librarians are working on developing a class in information literacy to be taught by librarians on a voluntary basis. It would be a one credit course that initially would be in the classroom and later have the option of being online. The class would run for twelve weeks meeting once a week for seventy-five minutes. There would be six sessions offered in the fall, three in the spring, and one in the summer. The hope is to have it up and running by the fall 2012 semester but there is a lot of paperwork and red tape involved. It is uncertain whether or not it could be made a required course for graduation.

Items from the Branch Libraries

- Mike Duffy submitted a question for the group asking what should be done with donation books left at the various branch libraries. It was decided they should be boxed up and sent to us via the courier.

- The position at Naperville previously held by Mary Ellen Krasula has not yet been filled. There has been discussion on whether Ann Kaplan's group would take up the task and perhaps change the position to a more tech oriented position as opposed to a library oriented one.

- The idea was also proposed involving patrons at the branch libraries having the ability to Skype reference related questions and concerns to Founders as opposed to sending librarians out to the branches.

Tech News

- To that end, systems is looking at getting Adobe Connect Pro or another software for virtual meetings and teaching sessions.

- Network printers have moved down to the first floor reference area.

- A free printer is going into the microfilm room for patrons to print from the microform scanners.

- Primo implementation is coming to an end but it will not go public until the spring semester. It is available to practice with via the library community on Blackboard.
- Blackboard will officially takeover on October 31st as the Internal Page will be shutdown at the end of that day. Training sessions in Blackboard are being offered in October. Student employees should be able to see library updates on their Blackboards.
- T.J. will be looking into a way for library faculty to post forms, such as annual reports, as a PDF. Faculty would be able to also have digital signatures.

Ete

The letters to newly-hired , tenure track teaching faculty have been sent out. They have \$350 to spend on new books and have until April 1st to spend it.

Proquest

The Graduate School signed a contract with Proquest to have NIU dissertations and theses from August 2008 and on available in full-text via a link to the NIU repository. However, not all may be available as authors can still request that theirs not be openly accessible. Ones published prior to 2008 will not be digitized but will still be available in hard copy.

From Rebecca

Rebecca had just returned from a workshop in Champaign about a plan in the works to build a community site for use by faculty in order to help them with any copyright issues they may run into.

LOSAC's next regular meeting is scheduled October 19, 2011, at 1:30 P.M., in room 409.

Respectfully submitted,
Stacey Bivens, Secretary