

10-19-2011

## **LOSAC Minutes 2011-10-19**

Library Operating Staff Advisory Committee

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Minutes of the Library Operating Staff Advisory Committee (LOSAC)  
Meeting – Wednesday, October 19, 2011  
1:30 PM Room 409  
Founders Memorial Library

Present: Nancy Adams (LAC Representative) , Stacey Bivens (Secretary), Pat Galvan, Catina Maxwell, Annie Oelschlager (Vice-Chair), Brian Prall (Chair), Jessica Williams (Historian)

## **I. Old Business**

### **Approval of minutes**

The minutes of 09/21/2011 were approved.

### **Archival Review**

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

Agenda	09/21/2011
Minutes	09/21/2011

### **LOSAC Constitution**

The LOSAC constitution will need to be updated to reflect the changes in the library's organizational chart. The names of the divisions will change, and likely the make-up of LOSAC, i.e., there are currently 4 members from Public Services/Administration/Systems, and 3 from Technical Services. These ratios may change. The amendment will need to be shared with the rest of the library operating staff before being put in place in the LOSAC constitution.

### **Meeting between LOSAC & Operating Staff**

This meeting took place at 9:30 AM on Tuesday, November 1, 2011, in the staff lounge. LOSAC will discuss its impressions of the meeting, as well as the issue that were raised by operating staff.

### **E-mail Updates**

Welcome to Gary Weishaar (Information Delivery Services).  
Good-bye and best wishes to Mary Ellen Krasula (Naperville Branch).

### **Search for Associate Dean for Public Services**

Selections have been made, and interviews are currently being set up with 4 candidates. Both faculty and staff to will have opportunities to meet with the

candidates.

## **II. New Business**

### **Personnel Policies**

LOSAC discussed the request for clarification regarding issues such as filling/applying for library positions, job descriptions, medical leaves, etc. What are the protocols and policies? Who do we speak to in the library and at Human Resources? LOSAC plans to review and find out what steps need to be taken for different situations.

### **LAC Meeting**

The LAC meeting is scheduled to take place on October 21, 2011. Brian Prall will attend this meeting in Nancy Adams' place.

## **III. Department Heads Meeting**

The Department Heads meeting was cancelled.

LOSAC's next regular meeting is scheduled Nov. 16, 2011, at 1:30 P.M., in room 409.

Respectfully submitted,  
Stacey Bivens, Secretary