

11-17-2011

LOSAC Minutes 2011-11-17

Library Operating Staff Advisory Committee

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Minutes of the Library Operating Staff Advisory Committee (LOSAC)
Meeting – Thursday, November 17, 2011
9:00 AM, Room 55

Please note change in date, time and venue of meeting
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 10/19/2011 were approved.

Archival Review

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

Agenda	10/19/2011
Minutes	10/19/2011

LOSAC Constitution

The LOSAC constitution will need to be updated to reflect the changes in the library's organizational chart. A digital copy of the constitution will be made and distributed amongst the LOSAC committee.

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 issues that were raised by operating staff. Stacey will type up minutes from this meeting and distribute them to operating staff.

Personnel Policies

In response to some questions that came up at LOSAC, Sharon thought it might be useful to provide a quick, general list of Admin. Staff responsibilities:

Sherry Barnes - Sherry is Extra Help and serves as back-up to both Sharon and Diana. Sherry's current cycle of Extra Help will end with the pay period ending 1/15/2012.

Sharon Campbell - Sharon does all of the ordering including supplies and

equipment. Sharon is the primary contact for broad HR questions relating to Civil Service employees. Sharon is, generally, the liaison between Civil Service employees and HR. Sharon helps with writing Position Descriptions. Sharon submits invoices for payment. Sharon is responsible for taking a leadership role on Capital Improvement projects and space planning.

Joel Cochrane - In addition to the traditional aspects of Security, Joel is responsible for managing graduate and doctoral lockers, faculty carrels and study rooms. Joel is the primary contact for calling in work orders, contacting movers, contacting janitors, and coordinating the work of various trades in larger projects.

Diana Grace - Diana is the primary contact for Graduate Assistant and Student employees and student employment within University Libraries. Diana submits the paperwork for Civil Service positions including evaluations, vacancies, and searches. Diana is responsible for submitting all Graduate Assistant, Student, and Operating Staff payroll and can answer questions on those topics. Diana may also be used as a liaison between Civil Service employees and HR.

Kathy Sherman - Kathy is responsible for Faculty and SPS including travel documentation.

E-mail Updates

There were no e-mail updates this time.

Search for Associate Dean for Public Services

A selection has been made, and the paperwork has gone to the Provost. In the intervening time since LOSAC's meeting, the decision was made to close the current search and not fill the position this search cycle. The position will be re-advertised after the new year and we will interview again after that.

II. New Business

LAC Meeting

The LAC meeting for Friday, November 18, 2011, was cancelled.

III. Department Heads Meeting

Department Heads Meeting with Dean Dawson (Nov. 7, 2011)

1. No new budget news. State still owes 30 million for FY11. The university put out 11 million for MAP funding and is still waiting for the state to reimburse.
2. October 3 was a CARLI Board of Directors meeting.
 - a. They have signed a 3-year renewal for the statewide ILL delivery service.
 - b. Twelve million dollars from member institutions is funneled through CARLI for subscriptions. The State of Illinois still subsidizes EBSCO.
 - c. CARLI now has access to the “5 colleges Archives” which allows access to print copies of anything in JSTOR. These are also available through CRL and interlibrary loan so if print copies are needed, there is ample availability.
 - d. CARLI is working on an I-Share mobile interface for VuFind.
 - e. CARLI recommends that if 5 copies of a book are already in I-Share, consider if it is really necessary to purchase a 6th copy since ILL is quick and dependable. With tight budgets, it doesn’t make sense anymore to have a copy of every book in every library.
 - f. I-Share libraries union catalog thru Primo eventually -- no time line.
 - g. Classic search will continue to be available but no changes or development of any kind will be done. Any resources or changes will be concentrated on Vu-find.
 - h. Working on website redesign.
 - i. SFX will hook up to BX Recommender service. TJ announced that the BX has already been turned on in SFX and in Primo.
 - j. CARLI & UIUC are initiating a pilot project for patron-driven monographs acquisitions. Records will be loaded from Yankee Peddler into the catalog. A patron can click on a record to order a book. It will be bought by CARLI but housed at U of I. It will be on a fast track for ordering and cataloging and then sent via ILL to the patron who ordered it. Right now it is a pilot project. They have \$70,000 allocated for now, and only Social Sciences and Humanities titles from 2010 and 2011 and under \$200 will be available for ordering.
 - k. CARLI looking at a consortial model for e-books but this is on the back-burner since publishers still haven’t figured out how they will do this.

1. CARLI is working to add Hathi Trust books added to VuFind.
 - m. They are not looking at a discovery tool as there is no consensus among CARLI schools as to which discovery tool to get. Some have Primo and some EBSCO.
 - n. Board is reviewing criteria for membership – not adding any new members at this time.
 - o. CARLI signing a contract with Shibboleth. With this authentication tool, a patron only has to authenticate once, rather than every time they change databases as they do now.
3. TJ reported that Primo is ready to go for next semester.
 4. Provost would like to see a data repository included in the Huskie Commons. He will put a task force together but his major focus now is transfer credits from 2-year institutions so the Huskie Commons will have to wait until next semester.
 5. Naperville position has been downgraded to Library Specialist.
 6. Mike is in the process of interviewing for the Senior Library Specialist position now open in the Music Library.
 7. Last interview for the AD for PS is tomorrow. Decision will be made this week.
 8. A position description has been written for a Metadata Librarian. The position will report to Technical Services but will also work with digital projects. Hope to have the ad out over the holidays.
 9. TJ announced that we now have patron-driven digitization for Regional History and RBSC. If a patron requests that a document be digitized we will do it for free. If the item being digitized requires exclusive rights in any way, payment will have to be arranged.
 10. Applications will be taken once again for student employment and g.a.'s on December 1.
 11. NIU, ISU, WIU, Illinois Wesleyan and Chicago State universities have applied for an IMLS grant (Institute of Museum and Library Services). They will develop a white paper on the feasibility of a shared repository for smaller institutions.
 12. Mary announced that the federal document shift has begun and the federal collection should now be easier to navigate.
 13. On November 18th and 20th Mary will have a workshop on government documents for the librarians working the reference desk since next Spring

the Government Publications department will no longer be open on nights and weekends.

14. Nestor announced that the information literacy course proposal went to the Curriculum Committee. It has had its first reading. The second reading is scheduled for this month. It will be UNIV 105, Introduction to Library and Information Research and will be a one-credit elective. It seems to be well received and we hope it will be offered in Fall 2012. It will be a 12 week class, 75 minutes per week.

Meeting adjourned at 10:00

Because of the change in NIU's holiday closure dates, LOSAC's next regular meeting is scheduled Dec. 20, at 1:30 P.M., in room 409.

Respectfully submitted,
Stacey Bivens, Secretary