I. **Old Business**
   **Approval of minutes**
   The minutes of 06/19/2012 were approved.

Archival Review
The committee reviewed and approved the following LOSAC documents to be archived in the Regional History Center:
- Agenda       06/19/2012
- Minutes      06/19/2012

E-mail Updates
There were no e-mail updates to report.

**LOSAC Constitution**
The LOSAC constitution was amended to account for changes brought on by the library’s reorganization. A copy of the amended constitution was e-mailed to all library operating staff, department heads, and Associate Deans. The Chair of each library committee will receive a copy once the committees are in place and a Chair has been chosen.

**LOSAC Elections**
Nomination ballots were sent out and have been returned. The election committee (Stacey Bivens, Teresa Jacobsen and Brian Prall) is preparing the election ballot.

II. **New Business**

**Annual Report**
Annie Oelschlager has compiled a rough draft of LOSAC’s annual report, and has sent it around for the committee to review.

**Unlocked Door**
A concern was brought to LOSAC regarding the south door to the Technical Services area; this is the door adjacent to room 81. It’s been observed, usually evenings or weekends, that this door is often left unlocked or even standing open. Brian Prall will
speak to Joel Cochrane about this.

**Stairwell Lighting**
A concern was brought to LOSAC that the lighting in the west central stairwell, opposite the escalator, is insufficient. Brian Prall will speak to the Dean about this.

Meeting adjourned at 2:22 P.M.

Respectfully submitted,
Stacey Bivens
LOSAC Secretary