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LOSAC Minutes 2013-03-20

Library Operating Staff Advisory Committee

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Minutes of the Library Operating Staff Advisory Committee (LOSAC)
Meeting – March 20, 2013
1:30 P.M.
Room 409

Present: Margret Abbott, Stacey Bivens (Secretary), Teresa Jacobsen (LAC Representative), Tina Maxwell, Annie Oelschlager (Vice-Chair), Brian Prall (Chair)

I. Old Business

Approval of minutes

The minutes of 01/16/2013 were approved.

Archival Review

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

Agenda 01/16/2013

Minutes 01/16/2013

It should be noted that because of the absence of many committee members, there wasn't a February 2013 LOSAC meeting.

E-mail Updates

Welcome to Joanna Kulma, who is the new Library Assistant in the Southeast Asia Collection.

Constitution Revisions

The committee continued to discuss this issue which was brought up at the annual meeting with the operating staff. Due to the decline in the number of operating staff members, it seems to make sense that fewer LOSAC members are needed as representatives. LOSAC did receive an e-mail from an operating staff member who voiced concerns about reducing the number of LOSAC members. The LOSAC chair responded to this concern.

II. New Business

Department Heads Meeting: February 12, 2013

From Dean Dawson

- An outside company will be doing construction on the new front door, not NIU. Construction is expected to begin around Spring Break as stated by the company itself.
- At the University Council meeting the Governor's budget for Fiscal Year 2014 was discussed. Generally this budget includes a raise in funds to higher education before going to the legislature where cuts occur. This budget has a 4% reduction written into it prior to going before the legislature. The library is probably looking at a 2.5% or more reduction. It is also running out of areas to cut funding from. Until there is more certainty in these figures the library will exercise extreme caution in how it fills open positions.
- New shelves are currently being erected on the 2nd floor. Books with call #s starting with

“E” will be going there, which will allow for a shift in the 2nd floor collection alleviating congested areas. All of this shifting should be able to be done in-house.

- Theses and dissertations on the 4th floor that are not available in a digital format are being converted to such, which will free up much needed room. The Juvenile Reading section will also be moving sometime in the future. Location TBD.

- Dean Dawson is still working with the Provost to secure space in Grant Towers for offsite storage.

Presentation by Joe Thomas and T.J. Lusher

Our Systems Department is responsible for digital security in the building. As they have been going around the library doing preparatory work for a new operating system the Systems staff noticed that we are in violation of state regulations, particularly by the wide use of shared local credentials. This makes it impossible for anyone to tell who was logged in and accessing what in the event of a state audit.

In the future everyone, student employees included, will have their own personal login IDs. The students will have “A” ID numbers (technically they already do, as does anyone currently paid by the university) with which to log in. If they have been hired in the last 3 years, it should be the same as their “Z” ID, just swap A for Z. These accounts will be completely separate from their academic Z accounts.

Personnel operating computers will need to log in using their personal IDs and conscientiously log off before another person uses that computer. Obviously the operations and workflow in some departments will need special consideration and the Systems staff will work with those departments to make functionality as smooth as possible while still being in compliance with the law. Departments do not need to address this immediately. Systems will be making the rounds to ease everyone into the transition.

T.J. Lusher

- In cooperation with Rosanne Cordell, a committee is being formed to work on changes to the library’s website and putting it on a new platform. A benefit of the new platform is that it will give more access to people who need to be able to alter the website (i.e. Mike Duffy with Music materials).

Mike Duffy

- The search committee for the new president of the university has met four times and will meet an additional four.

- People are encouraged to reference <http://niu.edu/presidentialsearch/> for updates in the proceedings.

- The search is currently still open for applicants. The window for nominations is only open until Friday, February, 15 for optimal consideration.

- Roughly 8 candidates will be recommended by the search committee for a first interview, only five for a second.

- The Board of Trustees has the ultimate say.

- Hao Phan has finished interviews for the South East Asia Library Assistant position (Jessica Williams’ former position).

Rosanne Cordell

- A project is under way to move math periodical titles that have been ceased down to storage.
- There is also an effort underway to get other periodical titles moved to where they should be.

Nestor Osorio

- Reference is currently conducting trials on new live-chat software.
- Room 145c is now the Research Consultation room. It will continue to be available for students with disabilities, but it will also be utilized by subject specialists providing one-on-one assistance to students doing research.

Jana Brubaker

- There is a small group currently learning and starting to increase use of RDA.

Question from LOSAC

There was a question concerning how the old microfilms office is being utilized. Dean Dawson explained that J.D. Bowers, of the Teacher Certification program, is temporarily using the space as part of the Vision 20/20 plan for Teacher Education. The office is being used to provide tutorials for students (especial ones going into STEMS teaching positions) trying to pass their requisite certification exams.

In addition, NIU is officially in a hiring freeze. Honors students now have 16 week loan periods, the same as staff, faculty and graduate students. There will be 5 sections of UNIV 105 in fall semester 2013.

LAC

There was no LAC meeting in March.

Meeting adjourned at 2:15 P.M.

Respectfully submitted,
Stacey Bivens
LOSAC Secretary