

8-27-2014

LOSAC Minutes 2014-08-27

Library Operating Staff Advisory Committee

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Minutes of the Library Operating Staff Advisory Committee (LOSAC)

Meeting August 27, 2014

2:00 pm.

Room 409

Present: Ron Barshinger (Secretary), Kristen Lash (LAC Representative), Tina Maxwell (Vice-Chair), Annie Oelschlager (Chair). Margret Abbott (Historian).

Old Business

Approval of minutes

The minutes of July 16, 2014 were approved.

Archival Review

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

Agenda July 16, 2014

Minutes July 16, 2014

E-mail Updates

None

Elections

The new LOSAC committee for 2014-2015 will be:

Public – Brian Prall, Stacey Bivens and Ron Barshinger

Technical – Kristen Lash and Teresa Jacobsen

Old Business

The inequality of pay for NIU Library personnel follow up from a concern LOSAC received from the June 19, 2014 annual meeting, has already been presented to the Dean. Furthermore, the dean has already contacted Rhonda about this issue.

New Business

The Annual Report was sent to Patrick Dawson for approval.

Department Heads

August 12, 2014

Patrick:

No new budget news.

- Encourages everyone to go to **President Baker's Town Hall Meeting** next Wednesday, at 11:00, in the Carl Sandburg room.
- Reported on a **University-wide audit of our network security** that found much wanting. In the future, if you go to a page with questionable content (outside of University's acceptable use policy), you will see **a warning** and then be asked to **authenticate again**

before you can proceed. Joe is looking into how the public access computers will handle this issue, since those users don't authenticate.

Rosanne:

Asks each department to do a **privacy audit** regarding user info that is specifically tied to title info. She would like this audit to be done at the unit level, and she passed out a mockup of how the audit might look. We will probably do this annually. Our deadline for this is **November 1st**. I will talk to Unit Heads about this soon to begin working on this.

Ete had nothing to report.

Jana: Technical Services is **working on a plan to implement an ERMS** to get a handle on their workflow and to make license information available. They will use CORAL, which is open-source. Getting it set up is a big effort, though.

Special Collections:

- Mike is on vacation—Lynne reported for him.
- Hao is in Vietnam, and Danielle has joined him there. They are doing Preservation/Conservation workshops on manuscripts.
- **The shift in Gov Docs microform will be done before the semester begins.**
- **Special Collections is getting the space currently occupied by Room 409**, so Administration will be rearranged a bit, and Special Collections will be shifting their collections, too.

Joe Thomas: The **Tech Services desk in the Main Reference area should start next Monday**. ITS has limited resources, so they are not able to assist much right now, and won't be able to until mid-September, at the very earliest. However, Patrick says that this idea (of the partnership with ITS) has caught the attention of the CIO and others, so this could change.

Sarah McHone-Chase: I mentioned **the ILIad update** we just had, and I said that we are talking about a possible procedure for blocking faculty for unpaid fines and fees.

Cindy Ditzler:

- Mentioned again about Danielle working in Vietnam—she'll be back next week.
- Regional History/Archives already taking class appointments
- Getting student workers and interns lined up for Department.
- Time capsules were found in Stephenson and Douglas—those will be opened soon.
- **The department has a new temperature and humidity monitoring system.**

Stacey Erdman:

- An undergrad historical journal did an online journal last year and they want to do another one this year, so Stacey is assisting them with that.

- She's trying to create **Digital Projects form**, to manage things better. I think this means that if you have a project that you need Digital Initiatives to do, there would be a form.
- She's also looking into Workflow Management Software for the department, too.
- POWR is working on a whitepaper, and it's with the IMLS. They are doing lots of workshops right now. The next step for the group is working on an implementation guide.

Nestor Osorio:

- Reference is getting ready for the new semester: Orientation, Involvement Fair, etc.
- Working on figuring out **what to do with the Indexes on the 1st floor** (because there are plans for that space).
- A position for a Social Science/Humanities/Outreach Librarian was apparently approved at some point, so they are working on deciding what that position will look like.
- Larissa is developing online version of UNIV 105.
- He mentioned workshops: Ebrary and Adobe.
- He also mentioned an **orientation for Circulation students for Reference** (but I hadn't heard anything about this before—likely the same materials that we talked about last year?)

LAC Minutes

None

The next LOSAC meeting will be September 17, 2014.

LOSAC meeting adjourned at 2:25 pm.

Respectfully submitted,

Ron Barshinger

LOSAC Secretary