

9-17-2014

LOSAC Minutes 2014-09-17

Library Operating Staff Advisory Committee

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LOSAC Minutes 9/17/14

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Minutes of the regular meeting of the LOSAC committee

Wednesday, September 17, 2014

1:30 p.m.

Founders Memorial Library, Room 413

Present: Margaret Abbott (Outgoing Historian), Tina Maxwell (Outgoing Vice-Chair), Ron Barshinger (Outgoing Secretary, Ongoing Member), Kristen Lash (LAC Representative, Ongoing Member), Stacey Bivens (Incoming Member), Teresa Jacobsen (Incoming Member), Brian Prall (Incoming Member), Nancy Adams (Alternate), Sara Richter (Alternate)

Not Present: Annie Oelschlager (Outgoing Chair)

I. Old Business:

Approval of Minutes

The minutes of 8/27/2014 were approved.

Archival Review

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

1. Agenda 8/27/2014
2. Minutes 8/27/2014

LOSAC Elections/New members

The following people have been elected and agreed to serve on LOSAC:

Public Services/Administration/Systems: Brian Prall and Stacey Bivens
(Alternate: Sara Richter)

Collections and Technical Services: Teresa Jacobsen (Alternate: Nancy Adams)

Thank you to everyone who agreed to run and welcome to the newly elected members.

E-mail Updates

Delete from receiving agenda: Mike Duffy (staff supervisor). Delete from receiving minutes & agenda: Kate Hartmann (now a Library Specialist, Law Library). Add to receiving agenda: Elizabeth Cribbs (staff supervisor), Matthew Short (staff supervisor).

Other

The Dean is awaiting a response from Rhonda Wybourn, NIU Human Resource Services,

regarding salary discrepancies for NIU civil service library employees in comparison to other state

university libraries. He will re-submit the inquiry to her on our behalf.

II. New Business:

Department Heads Meeting, September 9, 2014

NIU's overall 10-day fall 2014 enrollment improved from last year. President Baker

announced enrollment was down 527 students from last year, lower than the projected 700.

We won't know how many of the library faculty/staff positions previously approved can be filled until we know the amount of tuition dollars being generated.

The positions originally approved are still approved, as well as the music librarian position.

Lynne Thomas will be head of the Special Collections Dept. starting October 1. Elizabeth Cribbs will cover the Music Library in the afternoons after Mike Duffy leaves, his last day being October 3. Elizabeth will supervise Sherry Patterson. A music faculty member will be asked to participate in the search committee for the music librarian position.

A farewell reception for Mike is scheduled for Tuesday, Sept. 30, 2:30-3:30 in Rare Books.

The ITS technology support desk will be moving to Founders Library this week. The hours will be from 9:00-4:30, Monday through Friday. Room 202 will become more of an instructional room. The tables can be rearranged to meet instructional needs.

The new University website has been designed and will launch mid-October. There will be a new tagline: “Your Future, Our Focus.” There will probably be a strong push for internal pages (like the libraries’) to follow design standards.

The Third Floor computer lab will remain open for the foreseeable future.

Founders Keepers newsletter will be published next week. Please send news items to Rosanne soon.

Nestor Osorio thanked the people who participated in the Involvement Fair. Rachel Hradecky and Wayne Finley organized the Welcome table in the entry of the library. The Libraries’ Twitter feed is up and running.

Technical Services had a metadata workshop led by Matthew Short and Elizabeth Cribbs. The Catalogers’ Desktop interface will change. The new electronic resource management system will be Coral.

Sarah McHone-Chase, Catina Maxwell & Brandon Welch will be taking a 4-week online copyright course.

Cindy Ditzler will be giving a workshop at the Glidden Homestead on preserving photographs for personal use.

Room 409 will be converted to Rare Books space this week, and Kathy Sherman’s old office, Room 411, will become a meeting room.

Hao Phan has returned from Vietnam, where he and Danielle Spalenka conducted a successful training workshop for local archivists, librarians and Cham scholars last month.

Other

LOSAC Meeting Calendar

Times were established for this year’s regular meetings. The new schedule is the third Wednesday of every month at 1:30 p.m.

Committee Transition

Ron Barshinger welcomed the new committee members and thanked the outgoing members for their service and explained the terms of service to the alternates.

Discussion of Confidentiality Policy

Ron Barshinger reminded the committee members that all LOSAC business is confidential. Any discussion of LOSAC issues is to remain within the committee.

Outgoing members and alternates then left the meeting.

Election of Officers

Chair: Ron Barshinger

Vice-Chair: Kristen Lash

Secretary: Teresa Jacobsen

Historian: Stacey Bivens

LAC Rep: Brian Prall

Birds

Concerns were raised on the number of birds hitting the library's windows. The committee will look into the matter to determine if this is a LOSAC issue.

Meeting was adjourned at approximately 2:15 p.m.

Our next regular meeting is scheduled October 15, 2014 at 1:30 pm, in Room 411.

Respectfully submitted,

Teresa Jacobsen, Secretary