

11-19-2014

LOSAC Minutes 2014-11-19

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Wednesday, November 19, 2014

1:30 p.m.

Founders Memorial Library, Room 411

Present: Ron Barshinger (Chair), Kristen Lash (Vice-Chair), Stacey Bivens (Historian), Teresa Jacobsen (Secretary)

Not Present (Excused): Brian Prall (LAC Representative)

I. Old Business:

Approval of Minutes

The minutes of 10/15/2014 were approved.

Archival Review

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

1. Agenda 10/15/2014
2. Minutes 10/15/2014

E-mail Updates

None.

Staff Concerns

Library Staff Salaries

Communique between Dean Dawson and LOSAC was shared with library operating staff concerning library staff salary discrepancies in comparison to other state university libraries. The dean stated Library Administration is aware of the situation, and will pursue the avenues available to them, stating the library does not determine salaries of library employees. The dean also stated that Human Resources and the Provost's office are also aware, citing the issue is not unique to the libraries. No immediate development is anticipated on this issue, but we will continue to monitor the situation.

Library Signage and Maps

Currently, signage and maps in the library are updated on an as needed basis, due to budget considerations. If you have a specific concern regarding library signage, contact the library's facilities manager, Joel Cochrane. Signage that needs to be updated and/or added is an item included in the NIU Libraries 2013-14 Strategic Plan.

LOSAC Constitution Review

Committee has begun review of the document and will continue the process at next month's meeting.

Other None.

II. New Business:

Department Heads Meeting, October 14, 2014

Dean Dawson:

At the next Department Heads meeting on December 9, the Dean would like each department head to submit and explain how their department fits into the Triangle Map (an NIU strategy connecting students, academics, and support services to the world outside the university).

President Baker will hold another retreat with the deans and department chairs on December 11.

Cindy Ditzler:

Danielle Spalenka from Regional History Center is leaving in January.

Ete Olson:

The University Provost is meeting with department chairs monthly. At their next meeting they will discuss program prioritization.

Joe Thomas (Support Services):

Please alert us if you notice any website links on the libraries website aren't working.

TJ Lusher:

Some people are having trouble authenticating off-campus. Clearing the cache seems to clear up 98% of the problems.

TJ Lusher gave a presentation on the site visits she went on this summer as part of a contingent from NIU. They saw several Active Learning Spaces, which are spaces, virtual or physical, where learning happens. It can be formal or informal learning and the space is highly flexible so that it can be reconfigured.

Nestor Osorio:

Leanne VandeCreek will be on maternity leave until mid-February. Junlin will be on a leave of absence until about December 4; after that, she will be working part-time for a while.

The NIU Plus plan received a vote of support from Faculty Senate. The plan recommends that UNIV 105 will be an acceptable substitute for the required UNIV 101.

No October LAC Meeting.

Staff Concerns

1. Staff Notification of Events in the Staff Lounge.

Concern was raised that operating staff were not being notified of functions taking place in the library staff lounge during work hours. As well, some staff felt unsure if they could use the staff kitchen while events were taking place. Shortly after this was brought to Administration's attention, an email was sent out listing dates & times through December on when the staff lounge has been reserved. Also, the contact person to reserve the staff lounge is Sharon Campbell. That responsibility was temporarily given to another staff member earlier this month. Ron will follow up with Administration to see if event names could be included with the dates and times.

2. Loading Dock.

After a recent accident in the loading dock area and filing of a workman's comp claim, Human Resources contacted Environmental Health & Safety. EHS recommended library employees use the sidewalks and to not walk in the alleyway if using exit door #5. Some concerns were raised the sidewalks are not wide enough for more than one person and that some people feel safer walking in the alleyway, especially during the winter months. Clearing of snow on each side of the loading dock, and east & west sidewalks are the responsibility of the library's janitorial staff. Clearing of the loading dock drive is the responsibility of the NIU grounds crew. If you find either of them in poor condition, contact the

library's facilities manager, Joel Cochrane. Ron will do a follow up with Joel.

Other

None.

Meeting was adjourned at approximately 3:20 p.m.

Our next regular meeting is scheduled for December 3, 2014 at 1:30 pm, in Room 411.

Respectfully submitted,

Teresa Jacobsen, Secretary