12-3-2014

LOSAC Minutes 2014-12-03

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

**Wednesday, December 3, 2014**

1:30 p.m.

**Founders Memorial Library, Room 411**

**Present:** Ron Barshinger (Chair), Kristen Lash (Vice-Chair), Stacey Bivens (Historian), Teresa Jacobsen (Secretary), Brian Prall (LAC Representative)

I. **Old Business:**

   **Approval of Minutes**
   The minutes of 11/19/2014 were approved.

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

   1. Agenda
      11/19/2014
      With the following corrections: Room 409 to Room 411; Old Business, dates 10/15/14 changed to 11/19/14
   2. Minutes 11/19/2014

   **E-mail Updates**
   None.

**Staff Concerns**

**Staff Notification of Events in the Staff Lounge**
Ron’s follow-up with Dean Dawson.
The dean agreed to have event names included with the dates/times in the future. Additionally, even if the staff lounge doors are closed during the event, it is still available for library employees to access and use.

**Loading Dock**
Ron’s follow-up with Joel Cochrane. He repeated the clearing of snow on each side of the loading dock and east/west sidewalks are the responsibility of the library’s janitorial staff, and the drive, the NIU grounds crew. Any problems, contact Joel.

**LOSAC Constitution Review**

Review of the LOSAC Constitution is complete. Kristen will make the revisions to the document; committee will then review before sending proposed amendments on to library staff for their input. Staff should expect this sometime January, 2015.

**Other**

None.

II. **New Business:**

**Department Heads Meeting is December 9, 2014**

**Other**

None.

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Meeting was adjourned at approximately 2:20 p.m.

Our next regular meeting is scheduled for January 21, 2015 at 1:30 pm, in Room 411.

Respectfully submitted,

Teresa Jacobsen, Secretary