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LOSAC Minutes 2015-01-28

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Wednesday, January 28, 2015

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 12/03/2014 were approved.

Archival Review

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

1. Agenda
12/03/2014

2. Minutes 12/03/2014

E-mail Updates

Penelope Turgeon's last day is Tuesday, February 10.

LOSAC Constitution Review

A thorough review of the LOSAC Constitution was made, with operating staff provided the opportunity to give their input. The Committee voted unanimously to accept the amendments; red-lined and clean edited copies of the constitution will now be sent to Dean Dawson for his approval. Ron thanked the committee for their hard work.

Other

None.

II. New Business:

Other

Personnel

Some library operating staff positions have been given approval to be filled: three in Technical Services (2 Library Assistants, 1 Library Specialist); two in IDS (Library Assistant, Senior Library Specialist); and one in Government Publications (Library Assistant).

Strategic Plan Review and Feedback

Committee completed review of a draft of the revised Libraries' Strategic Plan document per the request of the Strategic Planning Task Force. We will send our questions and concerns that were discussed on to the task force.

Department Heads Meeting is January 13, 2015

- Additional travel money will be available for tenured and tenure-track faculty through the Division of Research and Innovation Partnerships. This can be used to supplement the travel money provided by the library. Sharon sent out an email about this last week.
- IBHE (Illinois Board of Higher Education) met with Governor Rauner's transition team. They were told the governor would like to reduce universities funding by 20%. They are hopeful the reduction will more likely be in the 5-10% range. We may still have to return some money this year, but haven't received full funding for this year anyway.
- No definite date on when Technical Services Dept. move will take place, but will likely still happen during the spring semester.
- The library is still looking for off-campus storage. Special Collections and Regional History Center collections are over capacity now!

- We believe in the future we will be able to ask to fill vacancies more than once a year. Unknown on when we can make requests, but we should be ready.
- Sarah McHone-Chase: A Periodicals shift took place on the First Floor.
- Lynne Thomas: We will be receiving a large collection of sheet music that she would like to be cataloged.
- Rosanne Cordell: At the end of the spring semester NIU students will be able to donate non-perishable food to pay for up to \$20 in fines. The donations will go to the Huskie Food Pantry.
- Jaime Schumacher, former coordinator for the POWRR (Preserving (Digital) Objects With Restricted Resources) grant is now the Director of Scholarly Communications. She will be making presentations on campus about Open Access and the Huskie Commons.
- Honors students will begin self-archiving Capstone Papers in the institutional repository.
- T.J. Lusher: We will be moving to Office 365 on February 6, which means beginning on that day we will need to start using Outlook Express for our email. Joe Thomas said that Outlook is very different from GroupWise and that Office 2013 is very different than our current Office software. Outlook does not have an archive, so if you want to retain the material in your current archive, it would be best to move it to your GroupWise inbox before February 6. Our calendars are supposed to move to Outlook, but we many need some assistance to retain our staff calendar.
- The Friends of the Libraries is bringing Geoffrey Baer from Channel 11/WTTW to talk About Chicago history on February 12, at 7:30 p.m. in the Holmes Student Center Sky Room.

Meeting was adjourned at approximately 2:25 p.m.

Our next regular meeting is scheduled for February 18, 2015 at 1:30 pm, in Room 411.

Respectfully submitted,

Teresa Jacobsen, Secretary

