

4-15-2015

## LOSAC Minutes 2015-04-15

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

**Wednesday, April 15, 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 1/28/2015 were approved.

**Archival Review**

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

1. Agenda  
1/28/2015
  
2. Minutes 1/28/2015

**E-mail Updates**

Two new Library Assistant positions have been filled in Technical Services: Joseph Reilly (April 6) & Michele Hunt (April 13). Bryan Campbell (Library Asst.) laterals to Government Publications May 1.

**Other**

**Historical Sketch of the University Library.**

Committee is working on creating an historical sketch of the library for library homepage. Cindy Ditzler provided us with some information as a good starting point.

## II. New Business:

### **Department Heads Meeting February 17, 2015**

- Patrick Dawson: FY15 is over at the end of June, and currently there is no indication we are going to be asked to give back any money. Nothing to report concerning FY16 as of yet. We may be moving staff on the lower level as soon as March now. Kathy Sherman will be returning as temporary extra help, but only to create a manual of her past duties. She will report to Ete. A selection has been made regarding the Outreach Librarian position, announcement forthcoming.
- T.J. Lusher: The migration to Outlook is now complete—please contact Systems if you notice any issues. The University is working on the firewall, so you may notice outages again, but they should be of short duration. You may also notice pop-up messages. If you think any are suspicious in nature, please report them to [abuse@niu.edu](mailto:abuse@niu.edu), however, authentication issues should go to Theresa Paulson.
- Jaime Schumacher: Will be going out to different departments on campus to talk with them about Open Access.
- Ete Olson: Department Representatives meeting to be held in April. Open Access and Digital Humanities will most likely be discussed. Contact me with suggestions on other subjects we could focus on.
- Hao Phan: Filling in for Lynne Thomas. Music Librarian search is ongoing.
- Sarah McHone-Chase: Discussed hiring plans for IDS and also about the library's Strategic Plan.
- Nestor Osorio: Subject Specialists are very busy with Collection Development and BIs. An offer has been made for the Outreach Librarian.
- Rosanne Cordell: Contact her to sign up for ALICE training sessions (either morning or afternoon).
- Cindy Ditzler: Have been given permission and will be starting the process to fill the curator position.

### **Department Heads Meeting March 10, 2015**

- Lynne Thomas:
  - Music Librarian search is proceeding slowly.
  - Government Publications is currently interviewing to fill their vacant Library Assistant position.

- Joe Thomas & T. J. Lusher:
  - Instructions on how to log in to Lync (Outlook's instant messaging system) will be sent out shortly. When that happens, everyone should be using Lync instead of Novell instant messaging system.
  - Interviewing a candidate to fill the Drupal programming position. This should be done by the end of the week.
  - Systems will be hiring two extra help employees to work the Tech Support Desk on nights and weekends.
- Cindy Ditzler: Moving forward with the search to fill the curator position (Danielle Spelunka's old position). Job should be posted by the end of next week.
- Jana Brubaker: The Lower Level move is scheduled to begin mid-to-late March. Wanda Enburg is back part-time. Sandar Wynn has been promoted to Library Specialist. Technical Services is currently conducting interviews to fill 2 Library Assistant positions.
- Nestor Osorio:
  - The Outreach Librarian search is still moving ahead.
  - Reported gate count taken the week of February 23 reflected there were 15,000 entries into the library that week. This is about the same gate count that was taken six months ago.
  - My office number is now 304B.
- Ete Olson: Subject specialists are being asked to review print serial titles in their disciplines to see if there are any titles that might be moved to electronic format or canceled. This has not been done for a very long time.
- Sarah McHone-Chase: Tina Maxwell has been promoted to the Senior Library Specialist position vacated by Cherie Hauptman. IDS is currently interviewing to fill a Library Assistant position and writing the job description for the Library Specialist position vacated by Kate Hartman.
  
- Rosanne Cordell:
  - Rosanne gave a presentation on Strategic Planning and Assessment at the University Libraries. Timelines and resources needed will be determined at the department level.
  - Forming an Assessment Committee (composed of Ads, Department Heads, Joe Thomas, Larissa Garcia, and Jaime Schumacher) to

determine what needs to be done and what will be assessed in the strategic plan. Committee members will attend a one-day NISO (National Information Standards Organization) webinar on assessment on April 29.

- Student employees can be offered an internship if it is approved by Student Services. This would involve creating a job description for the student and submitting a request.
- The library would like to display all the libraries' awards, plaques, etc. in one place. If you have any ideas on a location, please contact Rosanne.

### **Department Heads Meeting April 14, 2015**

- Discussion of the new Digital Measures Activity Insight report. The library will begin using this on faculty vitae's and statistics. The College of Education with Dr. Jeff Hecht has been using this assessment tool since 2008 and has tweaked its components.

## **Other**

### **Personnel**

- Two library faculty positions have been filled: Kathleen Ladell, Information Literacy/Social Sciences & Humanities Librarian, her start date is May 1. Abbey Thompson, Music Librarian, will start June 1.
- The search to fill the civil service Drupal programming position has been suspended.

### **Spring Annual Meeting with the Dean**

The annual meeting between the Dean and Operating Staff will take place at 9:00 a.m. in the staff lounge on Friday, May 22, 2015. Notification will be sent to Library Operating Staff, encouraging them to either submit or come with comments, questions, concerns they would like Dean Dawson to address.

## **LAC**

No meeting was held last month. Last one of the semester would be scheduled for Friday, April 17.

## **LOSAC Meetings**

No agendas or minutes to post for February or March as those meetings were canceled due to no concerns or issues being brought to LOSAC.

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Meeting was adjourned at approximately 2:10 p.m.

Our next regular meeting is scheduled for May 20, 2015 in Room 411.

Respectfully submitted,

Teresa Jacobsen, Secretary