

10-21-2015

LOSAC Minutes 2015-10-21

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Wednesday, October 21, 2015

11 a.m.

Founders Memorial Library, Room 411

Present: Stacey Bivens (Chair), Teresa Jacobsen (Vice-Chair), Joe Thomas (LAC representative), Katja Marjetic (Historian), Sara Richter (Secretary).

I. Old Business:

Approval of Minutes

The minutes of 9/16/2015 were approved.

Archival Review

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

1. Agenda 9/16/2015
2. Minutes 9/16/2015

LOSAC Annual Staff Meeting

Discussion was held on the concerns brought up in the Annual meeting.

1. The lack of communication on parking changes in the parking garage.
2. The reduction of available parking spaces for faculty and staff.
3. The rise in FLA dues.
4. Funding for the student party.
5. Bird decals to lessen the number of birds hitting the library's windows. The cost/upkeep of the decals is something the library would be unable to maintain.

E-mail Updates

Anne Claahsen and Taylor Swank in Technical Services

Bronwyn Wang in Information Delivery Services

De Anna Phares in Circulation

Renee Kerwin in Administration

II. New Business:

Department Heads Meeting, September 8, 201

- Still no updates on state or NIU budgets.
- Al Phillips is our current CFO. He toured the building last week. He has put in place new regulations for procurement across campus. There's been a lot of changes and required explanations of purchases. This will go on until they have a better idea of University income/expenses.
- Program Prioritization is moving forward.
- The Dean expects our local narratives for the Library's to be done by the end of November. The data being included for each program is not correct in a lot of cases. We have received new charts for personnel but the data team is still working on trying to correct budget data for programs. The Admin group has begun discussions on what to do with the data if the data team does not accurately change the information. The staff numbers came from HR. Some budget information comes from HR, some comes from Jeff Reynolds office, data collection from Provost's office.
- Assessment committee has completed the first phase of the project. These documents were E-mailed to the Library earlier this week. We have responded to the request from the department of assessment. First indications are that they have received it and said it looks good but they will provide feedback and send it back. After that we have to organize this project for ourselves to continually undertake assessment. We need to find ways to store the data for the proposed assessment methods. We also have to develop some of the mechanisms for the proposed methods. We also have to begin collecting assessment data for future status reports moving forward.
- UNIV105 is in a state of transition. We are offering two sessions this semester. One online and one for Research Rookies. This week Nestor and Larissa are meeting with academic staff to try to better understand how this course meets University curriculum requirements.
- UNIV101 does not have a defined curriculum yet. Larissa is following up on this.
- Bretford self-checkout lockers will be installed 10/29. They will be installed just north of the elevator doors on the same wall on the first floor. We have received our permanent device charging locker. The demo unit will be removed and this one put in its place. This one is currently located by the TSD on the first floor.
- Room FO240 (gov pubs storage) will be converted to classroom and study space. Design will be similar to FO202
- Program Prioritization Qualtrics Survey results as of 10/2 have been exported and sent to Department Heads group.
- Special Collections has drafts of Program Prioritization documents done and will have them posted by 10/27.
- The Friends of the Libraries are having their second event of the semester on 10/27. Timothy Johnson will host a talk on Sherlock Holmes.
- Lynne asked for clarification of how all the program criteria and narrative responses are going to funnel through the Qualtrics survey and departmental narratives to the program prioritization committee and eventually into Program Prioritization +. TJ will create a flow chart to help clarify the process we will undertake as a Library.
- Thursday 4:30-6:30 Oct. 15 the Regional History Center is hosting an open house to showcase their current exhibit. All are welcome.
- Oct. 15, 2015 was Elizabeth Cribb's last day.

No LAC meeting this month.

Link to OSC

minutes. <http://www.niu.edu/osc/archives/minutes/2015/OSCSSeptMin2015.pdf>

Hours for student workers and extra help

Supervisors need to be aware that there was a change in rules regarding the number of hours extra help employees, student employees and graduate assistants may work. They are allowed to work 20 hours per calendar week. Student employees may submit an Excess Hours Permit which would allow them to work a maximum of 25 hours per calendar week. The major change being that the limit is now set per calendar week, not pay period - NIU defines a calendar week as Monday through Sunday.

Meeting was adjourned at approximately 12:44 p.m.

Our next regular meeting is scheduled for November 18, 2015 at 1:30 p.m. in Room 411

Respectfully submitted,

Sara Richter, Secretary