

11-18-2015

LOSAC Minutes 2015-11-18

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Wednesday, November 18, 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 10/21/2015 were approved as corrected.

Archival Review

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

1. Agenda 10/21/2015
2. Minutes 10/21/2015

E-mail Updates

No new employees

II. New Business:

Department Heads Meeting, November 10, 2015

- Dean echoed the President's message that there most likely won't be a state budget until January when there is no more requirement for a super majority to pass legislation. If there is no budget by January there may be another give-back required by the University in order to meet operating requirements.
- He also reported Spring semester enrollment is ongoing but they do not have any projections as to what it will be yet. Retention has been trending up so hopefully enrollment is up.
- He reminded everyone he will be officially leaving January 31, 2016. It's up to Ete as to whether or not she will accept the role of interim dean. They hope to start a search for a new dean in FALL 2016. The search committee will be formed and directed by the Provost. Normally the department has representation on the search committee but it's up to the Provost.

- Program review narratives are due Friday. Completed narratives will be reviewed after the 13th by the PP committee. Final narratives are due in December. The data provided is not necessarily useful and/or helpful. The overview for administration won't be written by the Dean until the rest of the narratives are reviewed so he can try to write something cohesive within.
- DoIT is working on a cloud print solution that involves removing the card readers which makes it hard/impossible for the public to be able to print. This is a requirement for the Library as we are a federal document repository. Dean/TJ are working on finding a solution for the patrons before supported printing as we know it is no longer supported. This is being done as a cost savings measure. They are looking for ways to become more efficient to save money. There is also talk of the OneCard system being replaced. An RFP may be issued to find a solution as the University is losing \$100k+ annually on the system.
- Jana reports that Matt will be defending his CAS paper on Friday. That should allow him to enter tenure track. They have two new library assistants. There's a lot of training going on and they are trying to absorb Wanda's duties.
- Paperwork has been collected for refilling Elizabeth Cribbs' vacant position. Ete hopes the paperwork will be completed this week.
- Dean reported that Theresa Paulson is retiring at the end of December. Paperwork has been submitted to the Provost.
- Joe reported that DoIT has taken over software/image support for the public workstations. We are still responsible for hardware/network issues. All trouble with public workstations should be reported to Support Services before referring to DoIT. If we report trouble to them and it's something something we're responsible for we will be billed.
- Rosanne reported that she and TJ went to the UAP for feedback on the Library assessment plan. Some reports seem like we may have generated too many assessment methods. Rosanne thinks this may be due to a lack of understanding on their behalf of the complexity and diversity of the functions undertaken in the Library.
- Nestor found that there's no current way to consistently and effectively count reference transactions. He is forming a group for discussion on how to develop reporting rubric for these transactions. Most libraries use the NISO standard.
- Rosanne reported we will be doing Food for Fines again this year. Fines can be paid for a \$1 credit per food item up to \$20. She also reported the signage for the self-checkout laptop machines will be done this week. As soon as it's done and installed we will begin making the machine available for student use. The charging lockers have been moved up by the self-check machine in the hopes it will get more use there.
- Hao reported that with University of Washington and Arizona State University they have applied for and received a grant for a program will allow them to have a 10-day workshop in Burma that focuses on digitization. Then librarians from Burma will come here for a month and work primarily with Stacey and the Diglab.
- Cindy reported that they are working on the PP narratives. They are also working on sending out thank you post cards to their donors. This year they have selected a postcard from their collections.

No LAC meeting this month.

Link to OSC

minutes. <http://www.niu.edu/osc/archives/minutes/2015/OSCNovMin2015.pdf>

Meeting was adjourned at approximately 3:15.

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

Respectfully submitted,

Sara Richter, Secretary