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LOSAC Minutes 2016-02-17

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee
Wednesday, February 17, 2016
1:30 p.m.
Founders Memorial Library, Room 411

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

I. Old Business:

Approval of Minutes

The minutes of 1/27/2015 were approved. No meeting in December.

Archival Review

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

1. Agenda 1/27/2015
2. Minutes 1/27/2015

E-mail Updates

None

II. New Business:

Department Heads' meeting notes, 2/2016

Ete's first Department Heads as interim dean. She says in the coming months she plans not to destroy the structure or make drastic changes to the Library. She mentioned working more with the faculty on the by-laws that govern Library Council. She notes there's a lot of work going on around the building that is not our "normal" work. Assessment, strategic planning, program prioritization, etc. She wants to combine these things to make it less of a burden. She suggested creating a task force to attempt to setup using parts of the program prioritization as a basis. Her mission for the library is to serve patrons. The Library is becoming more and more user-centric and we need to change to support those goals. She hopes to continue the work Patrick did in creating more user friendly areas. She wants for everyone in the building to be informed and "involved." She says that our personnel lines are getting smaller and smaller. She thinks that if the financial situation doesn't improve we might have to look at working together across division lines to try to make things happen. She wants people to be more integrated. She also stressed the importance of two-way communication. She says people should care about their work. When we leave work and don't think about it or care we are not fulfilled. She encourages everyone to actively participate in the search and welcoming of a new dean when the search does happen. She says we need to take a moment and think about what is actually necessary, what we actually need before just sending things upstairs.

Ete reports there is still no budget for FY16. A lot of things are coming to a halt due to uncertain funding.

Sharon spoke about creating lists of things that we find essential to doing business. In anticipation for FY17 we are starting to prepare for additional cuts. Last year we were tasked with making significant cuts in a very rapid manner. They are trying to prepare for this eventuality and not have to do that this year by preparing ahead of time. In a couple of weeks there will be the normal annual budget meeting at

the end of February. She doesn't expect there to be much detail available at that time. She said we will attempt to fund as much of the strategic plan initiatives as we can in FY17. She said we have been really lucky in the past with refilling positions and have gotten all of the ones we asked for until the last round we were turned down for one. So she thinks the budget worries are very real. The largest difference in the funding models is that when a position is vacated the funding is also taken back. In the past we could use funding from empty positions to cover gaps in the budget. We can no longer do this.

Jana reports that Al Phillips noted that things will eventually loosen up down the road. This is likely several years down the road but will eventually improve.

Ete reports the Provost advised her we are at least ok through the spring semester. Jana reported Al Phillips thinks we will be ok through Fall assuming nothing bad happens with enrollment.

Nestor asked if the prioritization of the required budget items will take place at the admin level or lower. Ete reports Sharon is in the process of gathering the monetary expenses associated with the list. When that is done the admin group will review it. They will look at the total available funds across cost center lines and try to make decisions as to what to spend money on in what order.

Ete reports that we aren't sending any more vacant positions since they aren't approving them at the moment. We will queue them until conditions are better for approval. She also notes that on January 13th from the Provost and Al Phillips sent a letter saying that only purchases of immediate urgency are to be approved. Already approved travel will be paid, but nothing moving forward will most likely not be approved. Only mission critical and urgent travel will be approved. She will review requests and use her judgment based on the Library's mission and the University's mission. Release time can still be granted but reimbursement will most likely not be granted. Nestor noted that it's difficult to define what is critical. Ete says it's up to her judgment and the circumstances to what will and will not be approved.

Rosanne reports there will be a new presidential commission on interfaith initiatives. She has seen a number of messages and discussion at ALA on serenity rooms, meditation rooms, what have you. Admin group has talked about whether there is space in the building for a space. They have identified the smaller office next to the disabilities room. They are not moving forward until they get some feedback. They won't spend money on furnishing it but we do have some furniture that could go there. She knows the University is looking for room for this space.

Ete reports we used to have a writing center in 302 that is now a tutoring center. There's still a writing center in the residence halls. In fall 2016 all new students will be required to take two courses that have a writing component in the course. The writing center is looking to get another space and hire more people to staff it. One location is here. They are also looking for a space at the East side of campus somewhere as well. Ete shared room 260 (study room by microforms) and potentially 265 if teacher certification leaves.

TJ reports that unbeknownst to us last summer there was a discussion about the costs of the VTS machines and a decision was made on campus to remove those machines. We have made numerous pleas for the VTS machines to remain in the Library. We were turned down. We are now looking for mechanisms to provide printing capabilities to students who have lost or forgotten their OneCards, community members, grad students who are without a OneCard, etc. She has suggested the possibility of putting a pre-paid print card into existing vending machines. Instead of buying Cheetos you could get a \$3 or whatever printing card. No money is to physically change hands that the University has to deal with. Credit card readers cannot be put on the printers due to PCI issues. They looked into replacing Blackboard Transact but found out that we haven't been using all of the functions the system offers that we haven't done that. OneCards are staying around. The other problem that arises here are departmental

photocopy cards. Printing services on campus has decided to no longer issue them. They now want us to use credit cards. The upside of doing so we would no longer pay monthly fees for our printers. The downside would be required card swiping for any job to be released from the printers. They think we would probably save money doing this. The admin group has talked briefly about it and they're not sure it's a good thing at this time. We will continue to opt out until we are forced to do this. We may lose control of the location and direct access to the printers.

TJ reports that because of continual IP range issues we have formed a task force to research and being the implementation of Shibboleth. NIU has joined a federation called InCommon which is a large US based group of vendors and universities which allows us to implement this system much easier than in times past. We have met with DoIT and have met a couple of times. There has been a statement of work created that defines a three tier process where we will identify an initial test group of resources, then a larger group, and finally everything that is Shibboleth capable. EZProxy will not be going away. Not all of our resources are Shibboleth capable and we will still have to Proxy some resources for users.

TJ reports that with the coming wired-to-wireless project we will begin replacing some users desktops with docking stations for their laptops. Monitors, keyboards, and mice will still be available at the stations. As soon as all the parts are in we will begin rolling them out. This primarily effects non-cataloging faculty members. Operating staff and others are out of scope right now.

Nestor reports they got a report from the Provost's office about our assessment report. In general the report is very positive. We have to deal with several challenges including the Library having such a varied group of directions. They are meeting today at 11 to talk about the results. The thing we got the most negative feedback about was that we were short with measurement results. However, this was expected since we had not undertaken this process before and did not have data gathered for the assessment methods that were identified.

Ete reports the strategic planning committee has met a few times. Larissa has been nominated the chair. This is for the implementation phase. Ete plans to have Library-wide meetings Wednesday March 2nd at 9-10AM, 1:30-2:30PM in the Staff Lounge. Ete reports the search for the music cataloger is still going on and is open for another couple of weeks. Ete wanted to advise that she is meeting w/ the council of deans every other week and she has a one-on-one meeting w/ the Provost every third week.

Jana reports Matt Short is on the tenure track now.

Lynne reports that there's a student project making a film in RBSC and in the alley behind the building in the coming weeks and she will be there to oversee nothing happens to the materials. A message will be sent out to everyone because this filming will make use of a prop gun.

No LAC meeting this month.

Link to OSC minutes. Most recent minutes posted are January 2016.

<http://www.niu.edu/osc/archives/minutes/2016/OSCJanMin2016.pdf>

Our next regular meeting is scheduled for March 16, 2016 at 1:30 p.m. in Room 411

Respectfully submitted,
Sara Richter, Secretary