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LOSAC Minutes 2016-08

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee
Wednesday, August 24, 2016
1:30 p.m.
Founders Memorial Library, Room 411

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

Not Present (Excused): Sara Richter (Secretary)

I. Old Business:

Approval of Minutes

The minutes of 7/27/2016 were unavailable.

Archival Review

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

1. Agenda 7/27/2016
2. Minutes of 7/27/2016 are to be archived when available.

E-mail Updates

No updates

II. New Business:

LOSAC election for 2016/2017

The election was discussed. The election results are in and candidates will be contacted.

Department Heads meeting 8/9/2016 notes (per Joe):

Ete -- New academic year is starting, students will be here in two weeks. This past year the library did a lot between program prioritization, assessment, budget, etc. Not sure what will happen next.

The Provost is reviewing the implementation plan for PP with the President. Tomorrow there will be a Dean's retreat.

Enrollment is down again year over year.

She wants to reconvene the assessment task force. Department Heads are assigned to this group. Nestor and Jana will be involved coordinating again.

She also wants to appoint three people (Lynne, Larissa, and Sarah) to the Strategic Planning committee. Rosanne says there needs to be enough progress on both of these committees in order to inform a data taskforce that will be convened in January. Rosanne is in charge of that committee.

Ladka is on sabbatical from 8/16 until the end of the year. Sarah will take over for the disability room. Jim Millhorn will take care of the rest of her duties.

Department annual reports are due at the end of August (July 1- June 30).

Mandatory supervisor training will take place 8/17 in two sessions. She says a lot of things are going on and there's a lot of new rules.

Sharon reports the last of the shelving in the Lower Level, room 71N, will be removed today. Our part of removing equipment from there will be complete. The area will be occupied by two groups, iLAB is a collaborative group involving engineering and business. The idea is to develop a product and then a viable marketing plan for said product. The offices in that area will be used for their meetings. The other group is called Job Plus. This is a group designed to help students with hands on learning experiences and speakers that they would otherwise not be able to experience. When class is not in session and there is no speaker the public will be able to use the space. Doors between the space and Technical Services will be locked and you will need to use a key fob to get in. The blinds will be removed and a wall will be painted.

Rosanne reports the writing center is planning to go into FO260. The study space immediately next to it are behind a couple of rows of newspaper indexes and it presents a security issue. They will be moved towards the microfilm area but will still be available. Some of the empty microform storage is being moved out and a couple of double shelving units will be moved in. All materials currently available will still be available.

TJ reports wireless project is moving forward. DoIT believes they will begin wireless upgrades on August 30th. Students will be migrated to O365 in the middle of the month.

We have a new website that will be launched before fall semester starts as well as a new set of Libguides.

Jaime reports the Institutional Repository is expanding use. Office of student engagement and some interdisciplinary groups, faculty webpages. Use is becoming more institutional and she is hopeful there might be funding available to help it grow.

She also noted that the way that grant money is dispersed on campus is being changed. When you get a grant NIU would keep a cut. Now there is real and clear numbers involved with that money that includes the Library. We have the Illinois Geographer 98% onboard with hosting their OJS journal at the Libraries.

Lynne reports special collections has been quiet. The Friends of NIU Libraries have set the date for the faculty wine and cheese and it will be held on the 8/25 from 3:30-5PM. In October there will be a lecture/talk, and they are working on setting up another one around Earth day in April. Hopefully Jeff VanderMeer will speak.

Wendell reports they are gearing up for the beginning of the semester and they are starting their liaison activities.

Cindy reports they are prepping for the semester. They have their program review this year which will be an important thing for them. They are also working with Stan Arnold, Drew, and some other groups that are going to be hosting a History Harvest themed "immigration." They will be working with a history class and will be scanning items from the community revolving around this theme.

FLEX time ends this week.

No LAC meeting this month

Annual report

Teresa is in the process of assembling the report.

Other

A staff member has remarked that the Staff Lounge was used during business hours, and the staff were not notified.

There was a separate issue brought to LOSAC concerning the Staff Lounge being used for classes this semester rather than using one of the classrooms in the Library.

Stacey agreed to discuss the matter with the Interim Dean.

Link to OSC minutes.

<http://www.niu.edu/osc/archives/meetingminutes.shtml>

Meeting was adjourned at approximately 2:30.

Our next regular meeting is scheduled for September 21, 2016 at 1:30 p.m. in Room 411

Respectfully submitted,
Katja Marjetic