Minutes of the regular meeting of the LOSAC committee

Date: September 21, 2016
Time: 1:45
Location: Founders Memorial Library, Room 411
Present: Joe Thomas (Chair), Katja Marjetic (Vice-Chair), Anthony Velazquez (LAC representative), DeeAnna Phares (Historian), Michele Hunt (Secretary)

I. Old Business:

Approval of Minutes
The minutes of 8/24/16 were approved.

Archival Review
The committee reviewed and approved the following LOSAC documents to be archived in the Regional History Center:
1. Agenda 8/24/16
2. Minutes 8/24/16

E-mail Updates
none

Transition from old to new members
Stacey Bivens & Theresa Jacobsen left the meeting after approving the Minutes & Archive

Issue Previously Brought to the Committee:
Non-Library Affiliated Staff Lounge Reservations

Problem: It has been brought to the committee’s attention that there are staff unhappy about the Staff Lounge being reserved for events not affiliated with the library and no announcements being sent out for these reservations.

First steps to resolve: Joe will talk to Ete about policies in place in relation to use of the Staff Lounge as a starting point.

II. New Business:

- New members were reminded to read the LOSAC constitution and to remember that everything discussed in meetings, especially issues brought to the committee involving colleagues, should be kept confidential.
- All members were advised to read Article IX about communications sent out from the committee. This guideline hasn’t been followed closely.
- The constitution needs to be updated to reflect the decision the committee and Ete have reached about the changed date of LOSAC elections. Everyone should review the constitution in preparation for this motion to amend the section.
- The constitution also states that Assistant Deans & Department Heads should be receiving copies of each LOSAC meetings minutes, but they haven’t in a whole year with no complaints. Joe is going to check with the parties and inquire about their wishes in receiving the minutes via email.
It was decided if the LAC Representative cannot attend a meeting, they will get in contact with the committee and an available member will volunteer as the alternate.

**Current Issues Brought to the Committee:**

**Foot Traffic through 71S**

*Problem:* There is still a lot of foot traffic through 71S by those folks using and walking to 71N. How can this foot traffic be reduced?

*First steps to resolve:* Joe will talk to Ete in their meeting about possible signage and closing the doors to 71S.

**Library-Wide Policy on Outside Committees**

*Problem:* A staff member is disappointed they cannot serve on more outside committees. There is no library-wide policy on how many outside committees operating staff can serve on.

*First steps to resolve:* Joe will discuss with Ete if a library-wide policy on that matter is necessary.

**Katja’s Concern Corner**

- The library’s air quality was brought up in relation to the staff’s health. A department of the University provides air quality tests and solutions. Katja will research which department provides the service and the price of administering the test. At the next meeting we will decide if the idea should be brought to Ete.
- Blackboard needs re-organization. LOSAC is under “Staff Info” instead of “Committees” and it’s generally difficult to navigate the categories under the Library’s Blackboard page. Joe will ask Ete about a revamp or re-organization.

**Department Heads’ meeting, September 13, 2016**

**Ete:**

- Talked about enrollment figures for Fall semester 2016. Enrollment is down 5.5 % but Retention is at a very high rate like in 2009.
- Town Hall meeting on Thursday, September 22, 2016.
- Dean search will progress in the near future. Provost is finishing up another project before starting this search.

**TJ:**

- DoIt will provide a vendor card machine with preloaded cards for patrons to purchase. It will be housed behind the circulation desk and more details will be provided at that time. The library will purchase these cards and the library will keep the money it collects.
- In the future, NIU administration is looking into future possibilities to address the printing issues at hand.
- Phones and wired jacks will become a centrally funded account within the next several years.

**Cindy:**

- Regional History Center and Rare books will help sponsor the “Chicago Open Archives” event scheduled for October 6 – 8, 2016. Conference title is “Activism”. Exhibits will be place in both places (Regional and Rare Books).
No other reports.

**No LAC meeting this month.**

**Link to OSC minutes.** Most recent minutes posted are August 2016.


Meeting was adjourned at approximately 3:00pm

Our next regular meeting is scheduled for October 12, 2016 immediately following the Fall Annual Meeting in Room 411.

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Respectfully Submitted,
Michele Hunt, Secretary