

11-1-2016

## LOSAC Minutes 2016-11

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** November 16, 2016

**Time:** 1:31pm

**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 9/21/16 were approved with corrections.

1. Addition of out-going and incoming titles to appropriate members present.
2. Addition of Stacey Bivens and Teresa Jacobsen as alternates.
3. Addition of Sarah Richter as present at the meeting.
4. Annual meeting took place 10/19/16.

#### **Archival Review**

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

1. Agenda 9/21/16
2. Minutes 9/21/16

#### **E-mail Updates**

none

### II. New Business:

- **Dean Search Committee:** Nancy sent an update on their first meeting and asked that any qualified professionals you may know be submitted to her as a possible candidate for the position. Anne Kaplan will be the Chair.
- Katja brought up the idea for a LOSAC suggestion box where staff members could anonymously submit their concerns and suggestions. It was decided Blackboard would be the best format for this. Joe will talk to Ete about this next time he meets with her.

#### **Current Issues Brought to the Committee:**

##### **Loading Dock Stairs**

**Problem:** The deterioration of the stairs on the west side of the loading dock and its safety concerns were brought up at the annual meeting.

**First steps to resolve:** Joe took pictures and sent them with our safety concerns in an email to Ete and is waiting to hear back. During our meeting, Joe received an email back from Ete saying she would look into it.

### **History of the Library**

**Problem:** No website framework has been located yet so the project will most likely be starting from scratch. Putting this together is not technically a job for LOSAC.

**First steps to resolve:** Joe will suggest to Ete starting a committee for the project.

### **Notes from meeting with Ete & Joe**

- There are no formal policy in regard to reservation of the staff lounge. It is only open to NIU community members. We try to about share the space and accommodate as many people as possible from campus. Staff can use the kitchen space and eat as well as long as you are not being obtrusive.
- Ete will talk to Joel and Rene about making sure to send the E-mails to everyone when the staff lounge is in use.
- Ete will talk to Joel about what we can do about either closing/locking doors and improving signage to 71N. She also suggests to ask unfamiliar people if they need assistance and politely ask if they are going over there to kindly use the other route to 71N. She will talk to Jana about asking staff to be more vigilant. She will ask Joel to ask them to travel different routes.
- Ete wants the election process (including officers) to be completed by August 1. All the other committees get their work done in May-June. Most other committees' year are August 16- August 15<sup>th</sup>.
- No updates in terms of budget beyond what was sent in E-mail last week. We don't yet know if it will be implemented. Ete hopes it will not come to bear.
- People have been asking if the materials budget will be cut or not, says it will be left untouched as long as is possible.
- The Dean search -- Ete met with the Provost last Friday and she hopes in a couple of weeks we will begin setting up the search committee for the Dean. She does not know the composition of the committee. It is dictated by the Provost. Provost will select chair and co-chair. No search firm will be used.

### **Air Quality Update**

An air quality test for the entire building would be expensive and the Environmental Health and Safety department aren't staffed to cover our entire building. If anyone is feeling sick and has reason to believe the indoor air quality is the cause (especially if from doctor's orders), this should be reported to Joel or to EHS (<http://www.niu.edu/ehs/forms/index.shtml>). Joel is not aware how many forms submitted will prompt action.

## Department Heads' Meeting, November 8, 2016

- Names of the people to serve on the dean's search committee have been sent to the provost. Those on the search committee include: From Library Council, Jim Millhorn; from library faculty, Leanne VandeCreek, Matt Short, Beth McGowan; from Library Advisory Committee, Sharon Nelson & Meredith Ayers; Operating Staff, Nancy Adams; SPS, Cindy Ditzler; Library Administration, Etc.
  - No search firm will be hired so that means more work for the committee.
  - Search committee meeting to be scheduled.
  - No airport interviews. Will use Skype to determine who will be invited to campus.
  - Etc thinks that interviews will happen in March.
  - Provost writes the job description.
- Sharon Campbell is retiring at the end of December.
- On January 1, TJ Lusher will be in charge of budget, facilities, security, and systems.
- On January 1, Jana will add a new department, Digital Collections and Scholarship, to the departments she already supervises.
  - Jaime Schumacher will report to Jana.
  - Drew VandeCreek and Brian Conant will report to Jaime.
  - Matt will be integrally involved in guiding the Digital Collections, and he will continue to report to Jana.
- Renee Kerwin will take care of routine bill paying, travel requests, and ordering supplies.
- Sarah McHone-Chase is working on the library emergency plan to make it more concise.
- Public Services will have two big retirements in the spring and Sarah is planning for that.
- TJ Lusher reported the Strategic Planning Committee met this past Thursday. The committee sent out revised goals for input from the library.
- TJ also reported that the preferred name policy will go into effect on November 15. This will allow a student to register their preferred name, if different from their legal name, in one place for all their professors. Of course there will be some cases, like on transcripts, diplomas, etc. where the legal name will have to be used. See: <http://www.niutoday.info/2016/11/07/preferred-name-now-an-option-for-students-in-myniu/>
- Still no budget. We submitted a plan for a 5% cut in the libraries' budget, but have not been asked to implement it yet. Not every department or unit on campus has been able to come up with a plan for cutting 5%.
- TJ Lusher will be sharing the redesign of the Library Community's Blackboard with the Library Council soon.

## LAC meeting, September 23, 2016

Northern Illinois University

**LIBRARIES ADVISORY COMMITTEE**

Minutes from meeting of September 23, 2016

Founders Memorial Library 202

**Members Present:** Chalermsee Olson, John Pendergrass, Rebecca Hunt, Jaeyong Bae, Sharon Nelson, James Wilson, Heide Fehrenbach, Kay Martinovich, Meredith Ayers, Teresa Jacobson

**Members Excused:** Christine Nguyen, Doug Bowman, Therese Arado, Joseph Winters, Kyle Killebrew

**Others Present:** T.J. Lusher, Jana Brubaker, Tony Velazquez, Renee Kerwin

**Announcements:** None

**Chair and Vice-Chair Election:** Ete gave a brief description of each position: The Chair runs the meetings and checks minutes. The Vice-Chair serves as backup. Ete would also like the chair or vice-chair to serve on the selection committee for the new Dean of the Library.

Kay Martinovich nominated herself for the position of vice-chair and Heide Fehrenbach nominated herself for the position of chair with the understanding that they may choose another committee member to serve on the selection committee for the hiring of the new dean. Jim Wilson and Jaeyong Bae were nominated to serve on the Advisory sub-committee that approves expensive purchases.

**Interim Dean's Reports:** Ete reported that the Provost asked colleges to make a 10% budget reduction in the spring for the FY2017 and another 5% reduction as contingency plan.

The Dean's search will be formed by the Provost and that they will not use a search firm. Ete reiterated that she would like to nominate one person from the Library Advisory Council to serve on that committee.

Program Prioritization: We have five Programs

1. Collections and Technical Services - Enhanced
2. Public Services - Sustained
3. Library Administration & Office of the Dean - Sustained
4. Regional History Center & Archives – Reduced
5. Technology Initiatives and Support Services – Transformed

Even though the Provost is requesting a reduction in the Regional History Program, we know that the program is growing and would like to keep it at its current status.

The library has completed two new rooms on the first floor. The Reflection Room is to be used for praying, grieving and reflecting. This is not a room to study in. We also have a Lactation Station which includes a baby changing station. These rooms will be put on NIU maps.

**University Libraries– T.J. Lusher:**

The library is experiencing problems with printing. In the Fall of 2015 the Value Transfer Station (VTS) was determined to not be profitable and was removed from the library making it very hard for students, visiting scholars, alumni and community members to print and make copies here in the library. 15 complaints were made in the first weeks of the fall semester. Dolt is looking into a Vend-A-Card machine so that people may buy a copy card to use for printing. Conversations continue between the Provost, Dolt and the Library about how to solve this problem.

TJ showed the new Library website. The old website was run from library servers. The new website is now up and running through Cascade which supports tabs. T.J. asked for feedback.

**Other Business:**

T.J. Lusher tells us that the 1<sup>st</sup> wave of wireless access points will be put in the library by Dolt. There will be 119 points in the library. These are media quality. The switch is being made because the wired wall jacks have a chargeback. Wireless points do not. It will save the library \$15,000 annually. The Faraday Library has already been done.

**Upcoming meetings:** Friday, October 21, 2016 at 2:00 p.m.

**Adjournment:** Meeting adjourned at 3:30 p.m.

**OSC minutes**

none

Meeting was adjourned at approximately 2:07pm.

Our next regular meeting is to be determined at time and date in Room 411.

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Respectfully Submitted,  
Michele Hunt, Secretary