

1-1-2017

## LOSAC Minutes 2017-01

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** January 18, 2017

**Time:** 1:32pm

**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 November 16, 2016 were approved.

#### **Archival Review**

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

1. Agenda 11/16/16
2. Minutes 11/16/16

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

Name and email change:

Kristen Lash (klash@niu.edu) is now Christian Lash (clash1@niu)

### II. New Business:

- **NIU Libraries awarded major grant:** Through the Council on Library and Information Resources, in collaboration with the Falvey Memorial Library at Villanova University, we have received a grant totaling \$448,893 from the Digitizing Hidden Special Collections and Archives. This will allow 5,400 more dime novels to be digitized and made available free online. The project's principal investigators from NIU are Metadata Librarian, Matthew Short and Curator of Rare Books and Special Collections, Lynne Thomas.
- **LOSAC Constitution changes:** The Committee went over the collected suggestions for updating the formatting, phrasing and consistency within the document. Katja will be working on the finalized version.

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

##### **Printing Changeover**

**Problem:** A new concern has arisen from the Circulation Desk concerning patron and employee confidentiality in relation to Anywhere Prints. The new system means that staff may share printers with patrons. Most staff will have access to a computer that the

public does not, but there is still risk of problems with the department printer forcing use of the public option due to error or lack of choice for the destination of print jobs. There's also a potential for sensitive information to be stored and printed later due to error or lack of paper. If a patron or staff does not or cannot refill the printer and complete the job, it will hang in the system until paper is loaded. Those unaware or not careful can leave sensitive information waiting to finish printing.

**First steps to resolve:** Joe will talk to Ete at their next meeting to prompt discussion about this issue with the hope of creating potential solutions.

### **LOSAC Blackboard Suggestion**

**Problem:** If we allow it to be anonymous, a constitution change is necessary in the section discussing how we receive information from staff members or a disclaimer in the Blackboard section should be in place stating that serious issues should be submitted with contact information so the Committee can follow up.

**Next steps to resolve:** Joe plans to talk to Ete at their next meeting about the LOSAC Blackboard Suggestion Box and our concerns about its anonymity.

### **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.

**Next steps to resolve:** The pictures taken of the deterioration were sent to Joel, Facilities Manager. He replied to let us know that the grounds crew is looking into it.

### **Department Heads Meeting, January 10, 2017**

- VP of Administration & Finance Alan Phillips is retiring March 1, 2017. Eric Weldy, VP for Student Affairs accepted a position as vice chancellor for student affairs at Indiana University-Purdue University effective January 1, 2017.
- Four of the eight-member NIU Board of Trustees terms have expired. Gov. Rauner has not yet announced the new appointments to the board but is expected to shortly. The trustees whose terms expired are eligible to be re-appointed.
- **Dean's search:** The advertisement is out. Review of applications will begin February 15. Interviews should begin in March. Here's the Dean search link: <http://www.niu.edu/dean-search/ulib.shtml>
- **Budget:** No budget news.
- **Copy Cards:** The library will purchase 37 pre-paid copy cards from DoIT. These are One Cards for public usage and will have \$5.00 each on them.

- **IMLS Grant:** Digital POWRR Project Investigators Drew VandeCreek & Jaime Schumacher's application for an IMLS (Institute of Museum and Library Services) Grant made the first cut.
- **Fire Alarm:** The fire alarm went off in the library at 5:45 a.m., January 10. After investigating the cause of this alarm, a sensor was replaced in hopes that would remedy the false alarms. A reminder to everyone to periodically review the library's emergency exit protocols.
- Some exterior door crash bars in the library will be replaced. Door 19 will be the first.

**LAC meeting minutes**

none

**Link to OSC minutes.**

<http://www.niu.edu/osc/archives/oscdecmin2016.pdf>

Meeting was adjourned at approximately 2:30pm.

Our next regular meeting is scheduled for February 15, 2017 at 1:30pm in Room 411.

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Respectfully Submitted,  
Michele Hunt, Secretary