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LOSAC Minutes 2017-03

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Date: March 15, 2017

Time: 2:00pm

Founders Memorial Library, Room 411

Present: Joe Thomas (Chair), Katja Marjetic (Vice-Chair), Anthony Velazquez (LAC representative), Michele Hunt (Secretary).

Excused: DeeAnna Phares (Historian)

I. Old Business:

Approval of Minutes

The minutes of February 15, 2017 were approved.

Archival Review

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

1. Agenda 2/15/17 were approved with corrections.
 - a. The meeting date of the Committee was revised.
2. Minutes 2/15/17

E-mail Updates

none

II. New Business:

- **Email Notifications of Minutes to Operating Staff:** A staff member contacted a Committee member and asked that we reinstate the practice of sending an email notification when each month's minutes are posted to Blackboard. The Committee agreed to begin this month.
- **LOSAC Constitution Changes:** The Constitution is in its final stages of editing and is almost ready for approval from Operating Staff. Katja is looking into the approval process which will begin soon.

Current Issues Brought to the Committee:

Printing Changeover

Problem: Patrons and Staff with Apple devices could not use Anywhere Prints.

Resolution: Drivers were updated and no problems have been reported since.

Department Heads Meeting Notes, March 14, 2017

Ete and Wendell are not present.

- **Jana** - Assessment Committee is reviewing the assessment methods to see how they apply to the revised strategic plan. They are about half way through. Work continues.
- Gov Pubs and RHC are switching their locations in the basement because the shelving is better suited to RHC materials. Gov Pubs materials will be ok on the existing RHC shelving. IRAD people will come and move their own materials in this move. We just have to work with them to coordinate.
- **Rosanne** - Mona in billing is retiring at the end of the month. The billing office hours will be three mornings and two afternoons a week. Michele Hunt and Katja Marjetic will be sharing time there until a more permanent solution can be found.
- Reference Librarians are looking at providing training to local school librarians potentially next year.
- **TJ** - We received our budget development worksheets for FY18 but we've been asked to wait until the budget committee and executive office can make a decision on a final percentage cut. She is hopeful that ten percent is the upper end of the cut and that our percentage will be less than that.
- They are trying a new budgeting approach this year. This FY budgets will be allocated quarterly rather than annually. Each PO will be reviewed, if the funding is not available the PO won't be processed until a quarter in which the funding is available. Materials budget will be front loaded in an attempt to ensure the funds are dispensed appropriately and completely. We'll keep everyone updated as things change.
- **REMINDER** - Complete Title IX training on Blackboard. The employee section is now open until the end of May. Look in the community section of Blackboard for the training.
- **Sarah** - she is running for council in ALA. If you are a member please consider voting for her.
- **Lynne** - Friends are still having the Jeff VanderMeer event on April 24th. Details on their website.
- **Jaime** - Drew continues to migrate websites to the Digital Library portal. They are piloting a project with the senior photography students to ingest their final projects into Huskie Commons as a test for the rest of VP&A moving forward.

LAC meeting

No meeting this month.

Link to OSC minutes.

No link available for new minutes.

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

Meeting was adjourned at approximately 2:30pm.

Our next regular meeting is scheduled for April 19, 2017 at 1:30pm in Room 411.

Respectfully Submitted,
Michele Hunt, Secretary