

4-1-2017

## **LOSAC Minutes 2017-04**

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** April 19, 2017

**Time:** 1:40pm

**Founders Memorial Library, Room 411**

**Present:** Katja Marjetic (Vice-Chair), Anthony Velazquez (LAC representative), DeeAnna Phares (Historian), Michele Hunt (Secretary).

**Excused:** Joe Thomas (Chair)

### I. Old Business:

#### **Approval of Minutes**

The minutes of March 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 3/15/17
2. Minutes 3/15/17

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

Mona Strausberger retired – mstrausberger@niu.edu

### II. New Business:

- **Operating Staff Council** – Stacey Bivens is looking for comments to be submitted for President Baker's evaluation. A reminder was sent out to support staff about it with the email for last calls of Constitution suggestions.
- **New Printing Issues** – The circulation desk and other departments have encountered problems with the swiper attached to MFDs not responding. There are continual issues with Huskie Bucks and printing since money added online may not be available for up to 3 days.

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

**LOSAC Suggestion Box:** still waiting to hear back from Ete on its implementation

**LOSAC Constitution Updates:** received a few suggestions via email and the Committee has taken them into consideration

**LOSAC Log:** An idea was brought to the committee to implement a communication log used to record important reminders, procedures, and exemptions to be passed down to

subsequent members for reference purposes. New generations of LOSAC members can add and edit it as necessary.

**First Steps:** The Committee likes the idea and will start compiling information for the log.

## **Department Heads Meeting Notes – 4/11/17**

### **Ete**

- Still a hard freeze on hiring. Teaching faculty positions will be filled on an as-needed basis. Flex time - Faculty are ok. Operating Staff covered by AFSCME union are still unclear. They are hoping to hear back in a few days.
- If you need supplies - check with your unit to see about supplies. We might be able to stock up a little bit. Orders due to TJ by Friday for the first 6 months of FY18.
- FY18 budget is still unclear. A council of Deans meeting is scheduled for tomorrow (4/12/17). The Provost says they will have more information. She hopes we will know after that.
- Title IX training needs to be completed **ASAP** if you have not done so already. **Deadline is May 31<sup>st</sup>, 2017.**
- Dean search has moved to part 2 and is being undertaken by the Provost's office and HR. They are still hoping to have a start date of July 1st.

### **TJ**

- Moving forward when someone gets a OneCard they will automatically have a Huskie Bucks account created. They can then deposit money and spend it immediately without issue on things like Anywhere Prints.
- MFA went live for students yesterday (4/21/17). At the close of business DoIT reported 8,635 users have registered via MFA. 19 tickets were entered for problems not able to be immediately resolved by staff. Walk-in support will continue today. TSD is open from 10AM - 5PM.

### **Jaime**

- No new projects - unit is busy

### **Jana**

- Mona retired from the Billing office. Katja and Michele will be splitting time in the office part time to partially fill the time. The hours are posted on the door to the unit.

- Assessment committee continues its work

### Lynne

- Friends of the Library event on April 24th at 7PM at the DeKalb Public Library with Jeff Vandermeer.
- Custard social on May 5th in RBSC.
- Trip to printer's row book fair in Chicago on June 10th.
- The first week of July RBSC will be closed to the public so they can undertake a large scale shelving and cataloging effort. It is typically a slow week for RBSC so it's a good time to accomplish this task. Any researchers that do show up can go to RHC to work while this happens.

### Sarah

- Lynne Smith is retiring at the end of April. Ron will move to cover the area to facilitate better organizational efficiency.

### Wendell

- Faculty is preparing their best for Fall. They are changing the days of the week that UNIV 105 will be taught. There will probably be two sections of that and Research Rookies.

### Rosanne

- Newsletter deadline will be this Friday. If you have anything to be included please send to Rosanne by then.
- They are working on withdrawing duplicates, moving materials to storage, and shifting especially in areas where it's too tight to accommodate re-shelving efforts.

### Cindy

- There will be a lecture by Ernest Freeburg April 24th @ 6PM in AL315 sponsored by RHC.

## **LAC meeting – 4/21/17**

### Interim Dean's report

#### **Dean Search**

- Provost's office will send announcement out sometime next week. The new Dean will start July 1st. Ete's term will end June 30<sup>th</sup>.

## **71N**

- Contract between NIU and Discover card is “firm.” Discover will renovate entire area but will not use the entire portion. Possible entry could be installed to allow access from the “pit” area.
- Provost does not know when construction will start: “rumor is could start as early as a month.”
- Discover will work with the computer science department and train students in cyber security.
  - Jobs+ will mostly likely still occupy space in 71N also.

## **Budget**

- Budget cuts mean there had to cut student budget. Also looked at library hours. Looking at certain weekends where we can be closed and also using regular hours during exams.
- Ete will send in a proposal regarding the closings and hour changes.

## **Retiring**

- Lynne Smith will be retiring.
- Rosanne Cordell will leave June 14th after 5 years of service. The position will not be filled for 1 year.

## **Link to OSC minutes**

<http://www.niu.edu/osc/archives/minutes/20172/oscmarch2017min.pdf>

Meeting was adjourned at approximately 3:00pm.

Our next regular meeting is scheduled for May 17, 2017 at 1:30pm in Room 411.

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Respectfully Submitted,  
Michele Hunt, Secretary