

5-1-2017

LOSAC Minutes 2017-05

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Date: May 17, 2017

Time: 1:45pm

Founders Memorial Library, Room 411

Present: Joe Thomas (Chair), Katja Marjetic (Vice-Chair), Anthony Velazquez (LAC representative), DeeAnna Phares (Historian)

Excused: Michele Hunt (Secretary)

I. Old Business:

Approval of Minutes

The minutes of April 19, 2017 were approved.

Archival Review

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

1. Agenda 4/19/17
2. Minutes 4/19/17 were approved with corrections:
 - a. Rosanne Cordell's name was misspelled in the section of the 4/21/17 LAC meeting minutes.

E-mail Updates

Lynne Smith retired – lsmith@niu.edu

II. New Business:

Current Issues Brought to the Committee:

LOSAC Suggestion Box: Still waiting to hear back from Ete on its implementation.

LOSAC Election: The ballots have been collected and counted. The election committee needs to create the final ballot, deliver it, and report the results.

Loading Dock Stairs: Repairs to the steps by the loading dock have been completed.

Department Heads Meeting Notes – 5/9/17

Jana

- Nothing

Cindy

- RHC is starting to work on Genoa and Ogle County newspaper projects. They're also working to find funding for the Northern Star scanning project. This project is around \$70k and they are working to find a donor. The Program Prioritization report that was

due May 15th has been sent in. Hopefully the solutions to their suggestions will be appreciated and they will continue on.

Rosanne

- Nothing

Wendell

- Nothing

Sarah

- Lynne Smith retired at the end of April. Ron Barshinger has moved to Lynne's office. His phone number will change to Lynne's old number at the end of May.

Lynne

- Hao has two librarians from Burma visiting this month. Friends of the Library had their ice cream social Friday, May 5th. Next event is the trip to Printers Row during the book fair, June 10th. Contact the art museum to get on the bus.
- CLIR group is reviewing applications for the grant manager and will be scheduling interviews soon.

Jaime

- Digital Scholarship is preparing to do two internships over the summer. Fall will see three internships with Drew. The students have begun deposits. Jaime has been working to get them all reviewed and approved. They were awarded a grant from IMLS to continue education workshops for institutions with lower resources.

TJ

- We were notified in late April that there will be a change to how janitorial staffing will be done in the building. Rather than having custodians stationed in each building they will be placed into "crews" who will be responsible for a cluster of buildings. There will most likely be a crew in the morning to do the cleaning and then they will move on to another building. We will be able to call in case of emergency to have custodians help with a problem. We requested weekend crews as well but there were issues this past weekend. May 16th will be the official start date for this. There will be three or four custodians per floor and will be rotated every couple weeks. TJ is meeting with their supervisor today to get more details.

Joe

- DoIT has begun the cleanup phase of the Anywhere Prints project. Any printers that are remaining in the building that are not exempted will be collected in the coming days.

Ete

- We proposed the Library to be closed during certain hours (announced via email) to the Provost. They're waiting for her permission to enact this schedule. Library will officially open at 8 instead of 7:30. They are also adjusting the interim periods on weekends. We

are also going to reduce extended hours during mid-term weeks since they didn't see a lot of traffic during this time. They hope this will strike a balance of saving money (over 700 student hours) while still providing adequate access to the Library. She will meet with the Provost Friday to find out.

- After the message from the President yesterday, Administration got in touch with the Provost again about the budget worksheets for FY18. They heard back from Roger Maas that they are not going to revise the worksheets as provided just yet. She believes we will be regularly updating these worksheets based on goings on around the University. They also asked for any vacancies that could be given back. We gave back three positions. They also agreed not to refill a couple of positions for a year. We have 24 Faculty, 5 SPS, and around 50 Civil Service in the building right now.
- After Rosanne leaves, TJ will be taking care of the statistics reporting to outside agencies. Jana will take over the newsletter. Jana will also take over monitoring libadmin@niu.edu mailbox. She hopes we'll become more efficient as time goes on with these tasks so they aren't as much of a burden any more.
- Sarah McHone-Chase will be the faculty personnel adviser. Sarah has served on UCPC, but will be stepping down since it's a conflict of interest.
- Rosanne is leaving in the middle of June. We are going to replace the position with an acting position for a year. After that time we will have a description and ad posted internally.
- Fred Barnhart was here Friday, May 5th, to review with each division what they do to learn about them. He will be here officially July 1st.
- Next month will be Ete's last meeting. She will be moving next door to Renee in room FO415.

LAC meeting

No meeting this month; not likely to meet next month

Link to OSC minutes

No link available for new minutes.

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

Meeting was adjourned at approximately 2:15pm.

Our next regular meeting is scheduled for June 21, 2017 at 1:30pm in Room 411.

Respectfully Submitted,
Michele Hunt, Secretary