

7-1-2017

## **LOSAC Minutes 2017-07**

Library Operating Staff Advisory Committee

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## **Minutes of the regular meeting of the LOSAC committee**

**Date:** July 19, 2017

**Time:** 1:45pm

**Founders Memorial Library, Room 411**

**Present:** Katja Marjetic (Chair), Dee Anna Phares (Vice-Chair), Michele Hunt (Secretary), Renee Kerwin (LAC Representative), Joe Thomas (Former Chair), Teresa Jacobsen (alternate)

**Excused:** Anthony Velazquez (Historian), Stacey Bivens (alternate)

### **I. Old Business:**

#### **Approval of Minutes**

The minutes of June 21, 2017 were approved.

The minutes of the Annual Meeting with the Dean were approved with corrections:

- a. The 4 programs the library is divided into for Program Prioritization were incorrectly reported.

#### **Archival Review**

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

1. Agenda 6/21/17 amended
  - a. Bullet point about the Annual Report removed.
2. Minutes 6/21/17
3. Minutes of the Annual Meeting with the Dean 2017 amended

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

Rachel Hradecky left for a new job - rhradecky@niu.edu

Fred Barnhart arrived - fbarnhart@niu.edu

#### **Issue Previously Brought to the Committee**

**LOSAC Suggestion Box:** After consulting Systems, it was determined that Qualtrics Survey Software can be linked to Blackboard to implement our submission box. There will be an option for name entry, but it can be left blank.

**LOSAC Log:** Katja created a packet for the Transition Meeting to be added to the log. It was decided the Historian will be charged with the log's upkeep.

#### **Transition from old to new members**

Joe Thomas and Teresa Jacobsen left the meeting after the Old Business updates and reminders of the alternates' duties on the Committee. Stacey Bivens will serve as the alternate for Renee Kerwin and Teresa Jacobsen will serve as the alternate for Katja Marjetic.

## II. New Business:

- **Officer Updates**
  - **Chair** - Katja Marjetic
  - **Vice-Chair** - Dee Anna Phares
  - **Secretary** - Michele Hunt
  - **Historian** - Anthony Velazquez
  - **LAC representative** - Renee Kerwin
  
- Since Anthony Velazquez will be excused from meetings for the next 2 months our LAC representative, Renee Kerwin, will take on the duties of Historian until his return.
  
- **Annual Report:** It has not been approved yet. Waiting for the Dean to review and approve it. After its approval, we'll discuss it in our next meeting and send it to the archives.
  
- **Meeting Schedule:** It was decided to continue with the third Wednesday of each month. Our tentative dates for the 2017-18 year are as follows: August 16<sup>th</sup>, September 20<sup>th</sup>, October 18<sup>th</sup>, November 15<sup>th</sup>, December 20<sup>th</sup>, January 17<sup>th</sup> 2018, February 21<sup>st</sup>, March 21<sup>st</sup>, April 18<sup>th</sup>, May 16<sup>th</sup> & June 20<sup>th</sup>.
  
- **LOSAC All Operating Staff Meeting:** After some discussion, a tentative date for the meeting is Wednesday, August 9<sup>th</sup> at 10am. An announcement and invitation will be emailed once a final decision is reached.

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

#### **Copy Card Issues**

**Problem:** The Circulation Staff have run into problems when patrons or visiting scholars who want to print or make large amounts of copies have no way of obtaining or adding funds to copy cards. The OneCard office isn't available at all hours to accommodate all patrons. The emergency copy cards the Circulation Desk currently has are fine to be used by patrons who want to print a document or two, but some patrons want to make extensive use of our collection and are stopped short because there is no way for them to put funds on a card or directly pay for their print jobs from the machine itself. There is a worry this barrier will discourage people from fully utilizing the collection.

**First Steps to Resolution:** The issue was discussed with the Dean in our introduction meeting following our regular LOSAC meeting. He promised no solutions, but sees this as an important issue because we want patrons to feel we are accommodating and want to make our collection available to everyone. This problem will stay on his radar and he will keep us updated on any progress toward a solution.

### **Department Heads' Meeting Notes**

No department heads meeting for the month of July.

### **LAC Meeting**

No LAC meeting for the month of July.

### **Link to OSC minutes**

No link available for new minutes.

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

Meeting was adjourned at approximately 2:20pm.

Our next regular meeting is scheduled for August 16, 2017 at 1:30pm in Room 411.

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Respectfully Submitted,  
Michele Hunt, Secretary