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LOSAC Minutes 2017-08

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Date: August 16, 2017

Time: 1:32pm

Founders Memorial Library, Room 411

Present: Katja Marjetic (Chair), Dee Anna Phares (Vice-Chair), Michele Hunt (Secretary), Renee Kerwin (LAC representative)

Excused: Anthony Velazquez (Historian)

I. Old Business:

Approval of Minutes

The minutes of July 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 7/19/17
2. Minutes 7/19/17

E-mail Updates

Bronwyn Vang left – bvang@niu.edu

Issues Previously Brought to the Committee

LOSAC Log: The Committee is looking into how to best store and share information that we wish to pass down to future members without the use of email.

LOSAC Suggestion Box: The survey has been created in Qualtrics and is ready for Blackboard. It will be uploaded after this meeting and will be available going forward. Katja will check before each meeting to gather any submissions to discuss. The suggestion box is open to anyone that can access it and we will take suggestions from anyone in the community and will discuss them as long as they pertain to Library Operating Staff. Any suggestions that don't will be forwarded to the correct individual or department. The hyperlink will be listed in any email communication sent from LOSAC and there will be a permanent link in Blackboard under the "Staff Info" section.

Annual Staff Meeting Suggestions to be discussed with the Dean

1. **Potential plans to deter birds hitting library windows:** reaching out to parking services or other departments using decals to ask for suggestions; make our own decals to affix to windows; reaching out to FLA and/or Kathy Ladell to organize an internal or campus wide community event to have the decals made; ask about buying noise amplification deterrents or curtains that block more light.

2. **Therapy dogs:** getting new breeds to visit as well as more visits throughout the year; visits for Operating Staff only as a morale booster.
3. **Notifications of Staff Lounge bookings:** Joel has been reminded to email everyone; permissions and use of the Outlook Calendar is being looked into; an idea to place an announcement sign outside the Staff Lounge 24 hours before the booking to inform everyone is also being discussed.
4. **Fall Meeting with the Dean:** The Committee agrees with the suggestion that we should approach the Dean and suggest holding a Fall Meeting with him and Operating Staff for an introduction, update, and a chance to ask any questions.

II. New Business:

Current Issues Brought to the Committee:

New Printing Issue with Retirees: In the last week a new problem has appeared with NIU Retirees attempting to print with their OneCard. They are no longer able to print or add funds to their account to print. They need to use a courtesy card. The Committee will bring the issue to the Dean.

General Communication and Transparency: Operating Staff have noticed people walking around workspaces and talking about potential changes. There is concern that these potential changes will affect daily workflow and take place without considering and consulting with Operating Staff. There is a hope that there will be transparency and open communication about planned changes around the building. Planning meetings with the units affected would give staff an opportunity to voice concerns, solutions and share institutional memory with those planning workflow changes. The Committee will bring the concerns to the Dean.

Department Heads Meeting Notes – August 8, 2017

Matt

- Introduced Sata Prescott, the Project Director for the Johannsen project. They work in the DigLab and there is talk of moving the DigLab to the 1st floor.

Leanne

- Since Mona retired there have been discussions if we're keeping the position and if it the location of the Billing office makes sense. Billing will move to Administration by early September, hopefully moved by the time classes begin on August 28th. The idea is to have a student in the morning who will also be available to greet people and answer the phone when no one is available and Katja will be there in the afternoon. This pilot is intended to last a year, and it is still being discussed.

- The OneCard office was approached during a meeting Fred and TJ attended about the Holmes Student Center renovation about moving to the Library or setting up a satellite location in part because of issues with printing. They seemed to like the idea and would move into the Reserves location (104). Reserves would move into the office where Billing currently is (139). This will bring Reserves closer to IDS and they do a lot of crosswork with IDS so it sounds like a good plan so far. This is not certain yet.
- A group of librarians in Reference are putting together a presentation that will be available on the library website soon. It's about how to use the library and includes new student instructions. It is aimed at distance learners, students at Hoffman Estates and other satellite locations. It will be promoted through our liaisons, reps, twitter, and Kathy will actively promote it.
- University 105 - Research Rookies section has some issues because students can't apply until the 1st week of classes. This is possibly the cause for a drop in enrollment in the class (last year it was down 50%) and it is causing issues with the Reference desk staffing because we can't plan in advance. The issue will be fixed by fall 2018.
- There are other issues with Reference desk staffing. Rachel has left. Leanne, Sarah and Wendell have obtained additional duties. In the last semester we were short 188 hours and we will try and counter this by shortening the reference desk hours. The reference desk will open at 10am, rather than 9am, and on Fridays close at 2pm rather than 5pm. There are also some retirements on the horizon which may further affect the hours. Reference will look at the model and see how best to change it.

Jana

- Rachel left Government Publications and positions are currently difficult to fill. We decided to temporarily not fill the position. Mark Hamilton will be overseeing the day-to-day and Jim Millhorn will be available for the tricky reference questions and bibliographic instruction.
- Next week (August 14th-18th) there is a move scheduled in the basement. We are switching the Government Publications and the IRAD materials because the types of shelving better fit the needs of the materials. IRAD will send their own staff to move their material; we are moving the Government Publications material.
- The deadline for the newsletter submissions is August 18th.
- Technical services is getting new material in.

TJ

- The Diversity Officer asked us to implement inclusive bathrooms. We selected 2 bathrooms by the reflections room, and signs are currently being made. We won't make a big deal about them, but rather act as if they've always been there. Security is close if needed. To a question if the sign will say "gender neutral" or "inclusive" TJ answered that probably "inclusive" but she's unsure. "Inclusive" is preferable as it encourages use by those who need assistance.
- Joel has let us know that trash won't be picked up from individual offices anymore. Janitorial staff will set out a central collection trash bin, and TJ is unsure if this is for the area or the entire floor. Liners for personal trash bins will be provided near the central collection bin. Not sure if janitorial staff will still be emptying patron use trash bins. Libraries asked to be scheduled in the afternoons, so the bathrooms can be cleaned then. This is due to trying to make janitorial duties more efficient. For the same reason janitorial staff is now cruising rather than being assigned to the area. These changes are being implemented in order to prevent outsourcing. TJ will update us with locations of the bins and timeline when she knows more.

Fred

- He and TJ attended NIU Administration's meeting on Holmes Student Center renovation. Their plan is to "Activate" the plaza and they're starting by renovating HSC. They will move the bookstore deeper into the center, and student spaces to the windows.
- Fred would like to activate the 1st floor of the library in a similar way and is asking for ideas from Department Heads on how to achieve that.
- He is doing the new faculty orientation and asked the group for tidbits that should be shared with new faculty, and to be brought up to speed on what the Libraries can offer.
- NIU is organizing the 2nd annual Hackathon held on November 5th and 6th. The theme is finding solutions to health care problems. Fred asked for ideas on how the Libraries can participate and get engaged in the event. Ideas were that we can promote our various medicine related databases and subject specialists. Just pointing out that Libraries existing is insufficient - instead we should embed ourselves in the event in a practical manner.

Joe

- Systems is running low on spare staff computers and requests that we point out which can be reclaimed due to not being in use.
- Later this fiscal year the Novell client and G drives are going away and we are switching entirely to OneDrive. Staff is requested to start looking at their files and choosing what we wish to keep and migrate. IT doesn't have a way to migrate it, so it will have to be done on an individual basis. Jana pointed out that there are some concerns about the size of files

and security. Joe checked and each individual gets 10 terabytes, so size should not be an issue. Microsoft signed an agreement that conforms to current security standards, so security should not be an issue either. The move will be implemented sometime this academic year. We are keeping the V drive.

- Carli is working on getting authorization in Voyager to move to Shibboleth. That will eliminate the need for patrons to create multiple accounts. This won't affect URLs.

Jamie

- Selection is finished for phase 2 of sheet music digitization. They will be scanned after they're cataloged.
- They are finishing the GIS Project. The Mark Twain's Mississippi project – the places mentioned in the material are placed physically on an interactive map, along with census data. Drew is working on this and it will be implemented soon.
- The department is preparing for the fall Open Access presentations on campus. First ones start in a couple of weeks.
- The IMLS grant started in July. The first institute is in Chicagoland later this fall.

Cindy

- October is Archives Month and this year the theme is Homecoming. They will try and involve Mike Korcek.
- RHC and Kathy Ladell are attending the Involvement Fair. It's part of the welcome events, the Sunday before classes start.
- RHC received a reference request from Campus Childcare that led them to the idea of Storytime at the Archives for preschoolers. They will start it this fall.
- They are also working on a proposal for a Night at the Archives, modeled after Night at the Museum that is aimed at 5th graders and that age group. Fred suggested engaging students whose studies may be connected with the concept, such as students from the College of Education or those obtaining a Certificate in Archival studies (correction: Museum studies).

LAC meeting

No LAC meeting for the month of August.

Link to OSC minutes

<http://www.niu.edu/osc/archives/minutes/20172/oscjulymin2017.pdf>

Meeting was adjourned at approximately 2:41pm.

Our next regular meeting is scheduled for September 20, 2017 at 1:30pm in Room 411.

Respectfully Submitted,
Michele Hunt, Secretary