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## LOSAC Minutes 2017-09

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** September 20, 2017

**Time:** 1:33pm

**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 August 16, 2017 were approved.

The minutes of the Fall Meeting with the Dean were approved.

#### **Archival Review**

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

1. Agenda 8/16/17
2. Minutes-Regular Meeting 8/16/17
3. Minutes-Fall Meeting with the Dean 8/31/17

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

None to report.

#### **LOSAC Suggestion Box**

No submissions received.

#### **Issues Previously Discussed**

**LOSAC Log:** The Committee further discussed the best way to store and share information without using email and discussed the logistics of using Blackboard and its permissions.

**Printing Issue with Retirees:** On the 12<sup>th</sup> of September DoIT began applying a fix. There have been no further complaints. So, the matter is considered closed.

**Fall Meeting with the Dean:** Dean Barnhart wants to have this type of meeting again and asked us to find a date. We looked at the first week in December. We're checking with Fred for compatibility and a tentative date of December 5<sup>th</sup> has been suggested. An invitation will be sent out once the date and time are finalized.

**Birds:** There is not an agreement between Staff and Facilities on how many birds hit the windows and are picked up. Joel spoke to Professor Nicholas Barber about the problem who said there isn't much that we can do. Many suggestions are cost prohibitive. An event to create decals is in the works.

**Pet/Animal Events:** Fred is open to the therapy dog visits, but not so much the adoption events. There is a risk that animals might be adopted, but then later abandoned.

**Concerns about Changes and Communication:** Concerns have been brought up by several employees. Katja pointed out the various compliments we received about the Dean and on how transparency has changed since we last spoke. The Dean is very happy to hear that. The compliments from Staff and patrons on the DACA sign were passed on and Fred shared that the design was TJ's idea and he's very happy to hear we got positive responses to it. Katja also passed on that Circulation got very positive comments on his outreach. He said if we receive compliments or concerns he is happy to hear them face-to-face or in passing and it's not necessary to set up a meeting, send an e-mail, or something that formal.

**Notifications Pertaining to Use of the Staff Lounge:** A sign is being created to be placed in the Staff Lounge to alert everyone that an event is upcoming. Instructions on how to access the Outlook Calendar for the Lounge to see when it is booked is in the works and will be distributed once complete.

## II. New Business:

**Operating Staff Travel Funds Allotment:** It was asked during the Department Heads meeting if there would be funds for Operating Staff to travel to conferences and professional development events. In the future, the travel funds policy will allow for Operating Staff to receive funds for to travel professional development activities if there is money available in the budget. The Dean gave the Reaching Forward Conference as an example of an event that he believes appropriate for the Libraries to allot travel expenses toward.

**Request for Follow-Up:** The Dean would like us to follow up with individuals who experience issues so we know if it was resolved or not. Especially since it's not clear when/if they'll be back or when/if the service or machine works fine on their next visit. Usually, patrons only let us know if there is an issue. So, he'd like Circulation or the involved department to get their contact information to facilitate following up.

## Other

**Building Services Workflow Changes:** We were informed that the central trash collection bin change that was announced in August is not happening. This issue came up at the September Operating Staff Counsel meeting and was discredited as a rumor.

Because the topic of Building Services workflow changes came up at OSC, a discussion was held about what effect it has had on the Library Operating Staff and how to address it. We have heard indirectly that our Staff is facing issues, though to our knowledge the biggest issues at the Libraries have come from disinformation, but we're not clear what other issues our Staff would like resolved. The matter was discussed with the Dean. He said that we need to both determine issues we're facing to resolve them and to show the Building Service supervisors we appreciate their employees' work. LOSAC reached the conclusion that this matter involves all Libraries' employees not just Operating Staff. Therefore, input should be collected from all employees. The Dean agreed that the matter should be pursued by the Dean and Library Administration.

### **Department Heads Meeting Notes – 9/12/17**

**Present:** Fred Barnhart, Jana Brubaker, Cindy Ditzler, Ladislava Khailova, TJ Lusher, Katja Marjetic, Sarah McHone-Chase, Hao Phan, Jaime Schumacher, Leanne VandeCreek

**Absent:** Wendell Johnson, Joe Thomas

#### **Fred**

- The Libraries managed to put aside money for Tenured Faculty travel and professional development allotment. TJ devised a policy to be discussed at this meeting.
- There has been confirmation OneCard will use the Library in the spring. They will use the Reserves office and Reserves will move into the old Billing office. OneCard will come measure the space on Friday. He expressed that it will help activate the first floor and that the office may include some Bursar services. This looks like it will be a permanent change. The Dean would like to get even more services because that will draw even more students.
- The Libraries ordered three posters in support of Lisa Freeman's DACA e-mail. There will be one poster at the entrance to Founders and one in each of the branches (Music and Faraday). We want to send the message to students that we are a supportive place. The Dean also emphasized that we want to be supportive to 1<sup>st</sup> generation students, to make them feel comfortable because they are a large part of our student body (70%).

#### **TJ**

- Discussed the Katherine Walker scholarship. We want to get the word out to our student employees. Informational handouts for our students are available in Administration at the reception and she requested everyone informs their students and comes get a leaflet.
- TJ handed out a proposal for travel policy change. There were changes in who handles funds since the previous policy was very unclear. The Dean said he would like professional development to be a priority for Faculty. Katja pointed out that there is nothing in the wording concerning Operating Staff professional development and the Dean pointed out that there are various conferences specifically aimed at staff, so it might be worth considering. The wording can be revised if we find there is enough interest or need. The

Dean also pointed out that he would like to have brown bag discussions after Faculty attend conferences, especially when they are sent as NIU Libraries Representatives. Money will be distributed on a first-come-first-served basis. If it turns out that is a bad idea, criteria will be revised.

### **Cindy**

- The basement move is almost done; finalizing is all that's needed (labels and such). Space was freed up for GovPubs and Rare Books materials.
- The next exhibit is in October; it's titled *Homecoming at NIU*. Mike Korcek will hold a presentation on October 4th at 7 pm in the Staff Lounge. It will center on a feud between NIU and U of I concerning who held homecoming first. Invitations will be sent to be published in the Northern Star and DeKalb Chronicle and they are hoping for a big turnout.

### **Katja**

- LOSAC is looking into the issue of birds hitting windows and how to alleviate it with the Dean, TJ, and Joel.
- A meeting with the Dean was held. It focused on plans in the next year.
- Staff would like to be notified and consulted when changes are planned.
- LOSAC discussed notifications about when the Staff Lounge is in use during the work day. A sign will be made and LOSAC is looking into how to inform staff on how to easily access the Staff Lounge calendar to be able to see if it's in use or not.
- LOSAC created a suggestion box on Blackboard for anonymous submissions and anyone may use it. It has to relate to Operating Staff or LOSAC reserves the right not to discuss the issue. The Dean said that would be a good idea to make for general library concerns.

### **Jana**

- Personnel changes: Sarah Cain is taking over Rare Books and Hao Phan is the new Head of Distinctive Collections.

### **Leanne**

Nothing to report.

### **Ladka**

- She was at the Department Head's meeting on behalf the Library Council, which is meeting this afternoon. Ladka was elected Vice-Chair and Rob Ridinger the secretary.

### **Sarah**

- The library is adding two external book drops: one at the front of the library and one right next to the detached book drop on Normal Road. The book drop in front of the library is too high off the ground and the one we are adding will be ADA compliant. The built-in book drop in 71N will no longer be in use when the space is occupied.

- Her department is investigating Tipasa, the product that will replace ILLiad. The date of the move to the new system is unclear, but she will notify all this impacts about 6 months before the move happens. Hopefully it will be in place by summer. Depends on staffing in IDS.
- The IDS position was posted.
- Billing has moved to Administration. Katja will work in Billing in the afternoons. E-mail correspondence is preferred and patrons will need to schedule if they want to meet outside billing hours.

### **Hao**

- Has met with the Staff he now supervises. There are concerns with their low student budget, so they are looking into cross-training their students across the various distinctive collections.
- GovPubs is finished with moving materials in the basement. Mark Hamilton is moving into Rachel's old office.
- For SEA, Hao is working on a new grant project and he is interviewing new students for SEA because their student worker has left.

### **Jaime** (provided by Jaime, edited by Katja)

- Digital Collections is focusing on the migration of both the institutional repository platform and all digital collections' infrastructure.
- Digital Scholarship is continuing their work on the text mining project.
- GIS project is wrapping up.
- Drew is working closely with Brian Sandberg to bring a Digital Humanities Certificate Program to NIU.
- Due to NIU website platform migration, Scholarly Communications has been receiving increasing requests for a place to archive materials that aren't traditional scholarly materials. Jaime is working with Administration on potential solutions. Cindy asked if this is material better suited for the Archives and Jaime said it may be worth looking into.
- DigLab is busy with CLIR grant activity, the scanning of theses/dissertations, and patron requests.
- POWRR is busy ramping up for its first POWRR Institute (conference) and fielding a lot of requests for assistance/guidance from some fairly distinguished institutions.
- The department has also been asked to mentor a Resident at the Art Institute of Chicago.

**LAC meeting – [date]**

No LAC meeting for the month of September.

**Link to OSC minutes**

<http://www.niu.edu/osc/archives/august-3-2017-osc-minutes.pdf>

Meeting was adjourned at approximately 2:46pm.

Our next regular meeting is scheduled for October 18, 2017 at 1:30pm in Room 411.

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Respectfully Submitted,  
Michele Hunt, Secretary