

10-1-2017

## **LOSAC Minutes 2017-10**

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** October 18, 2017

**Time:** 1:40pm

**Founders Memorial Library, Room 411**

**Present:** Katja Marjetic (Chair), Dee Anna Phares (Vice-Chair), Michele Hunt (Secretary), Renee Kerwin (LAC Representative), Anthony Velazquez (Historian)

### I. Old Business:

#### **Approval of Minutes**

The minutes of September 20, 2017 were approved.

#### **Archival Review**

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

1. Agenda 9/20/17
2. Minutes 9/20/17

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

None to report.

#### **LOSAC Suggestion Box**

No submissions received.

#### **Issues Previously Discussed**

**Notifications Pertaining to Use of the Staff Lounge:** Katja will be sending out an email explaining the 2 calendar options you'll be able to access to view times the lounge is booked and the physical notification system.

**Birds:** The possibility of an event was discussed and how to gauge interest in it.

**Building Services Feedback:** Administration is taking over this topic. Please report any kudos or suggestions to their [Suggestion Box](#), which is linked here and located on the University Libraries Home Page. Operating Staff Council (OSC) will be following up on the fear of repercussions after reporting any criticism about the new services schedule.

### II. New Business:

**OSC and 3% raise:** OSC sent a letter to President Lisa Freeman and the heads of unions on campus urging them to meet and work together to find a way for all Operating Staff to receive the raise this coming November. AFSME received a tentative agreement that we

would receive the raise if it was approved at the Board of Trustees Meeting on October 19, 2017. Raises were approved at the Board of Trustees Meeting; however, the raise won't be applied until the contract negotiations are finalized.

### **Department Heads Meeting Notes – 10/10/2017**

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

**Absent:** Wendell Johnson

#### **Fred**

- The Dean asked the Department Heads group to consider what its mission is in order to create a formal charge for this group/meeting in the future. It is used for information sharing and the Dean would like to know if it has or could have another purpose as well.
- The café upgrade is planned and will happen, but no specifics are known yet. There is talk of Einstein Bagels opening up in the café, but it's not certain. We are looking into more outlets and study spaces. STEM Cafés is interested in having some programming in the Student Lounge.
- On October 23<sup>rd</sup> at 5 pm there is a 1<sup>st</sup> Amendment rights presentation in the Staff Lounge focusing on informing students on their rights to protest and how to stage effective protests.
- During Open Access Week (week of October 23<sup>rd</sup>) Kathy Ladell has a presentation on alternatives to textbooks. In fact, there has been a cross-campus interest in alternatives to textbooks. The Student Diversity, Equity and Inclusion Advisory Committee is interested in creating a taskforce for textbook alternatives. If you are interested in being on the taskforce let him know.
- NIU's Online Learning is looking into various departments' online learning initiatives and how to combine them all. They also asked Libraries to look into what we are offering and how we can contribute.
- STEM Read is joining the Friends of the NIU Libraries.
- Next LAC meeting is October 20<sup>th</sup>.

#### **Cindy**

- Cindy reported that the basement move is completed. IRAD, RHC and Rare Books went from 416 linear feet to 3,187 linear feet. GovPubs went from 1527 linear feet to 1260 linear feet and they have some extra moveable shelving available to them.

- The Homecoming at NIU Exhibit opening was a success and got great publicity. It was featured on the Front page of the Midweek.

### Katja

- LOSAC is continuing work on the topics that were discussed last time. Nothing new to report.
- OSC is addressing the 3% raise that was announced and the fact that the majority of Operating Staff do not qualify for the raise because the majority of Operating Staff are in bargaining units. They're looking into how to address it, but no action has been taken so far.

### Hao

- Horatio Alger Society donated 50 books the Rare Books department.
- Music is moving the Ron Modell Jazz Collection archives to RHC. The materials are currently not cataloged and are not available to the patrons, but they will be after the move and an inventory is completed.
- GovPubs finished the basement move. They are now focusing on expanding the oversize section and transferring material to the new area. Mark updated their Lib Guide and he's making a Lib Guide for microforms.
- Hao participated in the Young Southeast Asia Leadership Initiative (YSEALI) again. Every year the Center for SEA Studies looks for families to host these students (two students for each family) for two days. See <http://www.niu.edu/cseas/programs/index.shtml>

### Ladka

- The Library Council is working on revising its bylaws. They are currently working on the procedures for early promotion and tenure to better define the qualifying exceptions. Then they will focus on the procedure for faculty transfers and reassignment.
- Ladka and Kathy Ladell are assisting in B Through 20 Engagement and Universidad para Padres programs to help Latino families navigate primary and secondary education. The two of them are tasked with highlighting helpful parts of the NIU Libraries collection. They are holding a presentation this Thursday, October 12<sup>th</sup>, in the Staff Lounge and expecting 60 attendees.

### Sarah

- IDS is interviewing for a Library Assistant position.
- Reserves is moving to the old Billing office and will likely be done prior to Thanksgiving.

- An ad hoc committee has been created to determine needs for off-site storage and is working on a preliminary report. This is done preemptively so we are prepared in case we get approved for it. The group is comprised of Dee Anna, Ron, Stacey, Hao, Cindy, Sarah C., and Fred.
- User Services is planning a Food for Fines event open during November.
- Sarah is going to a panel discussion at Illinois Library Association (ILA) on Thursday, October 12<sup>th</sup>, on challenges of running a department in a budget crisis.

### **Jana**

- Busy resolving loose ends on the Assessment Plan. Nestor will come to the Management Team meeting to discuss it.
- In Technical Services, Pat Arne is retiring at the end of December.

### **Joe**

- There is no date yet, but DoIT is discontinuing alias based logins. Login will then be: [userID@mail.niu.edu](mailto:userID@mail.niu.edu) . Mail profiles on Outlook will have to be changed and Support Services will manually fix it for everyone. This only affects how we log in – we will still send and receive e-mail through the [name@niu.edu](mailto:name@niu.edu) alias.
- There is no update on when we're moving from the G-drive to the cloud. V-drive needs to be changed as well, but OneDrive does not work in a way that would support it and an alternative hasn't been settled on yet. Joe and Cindy brought up the concern of institutional continuity.

### **Jaime**

- Digital collections is continuing the migration of the repository and reviewing digital preservation service options.
- Drew is continuing work on the experiential learning project.
- The first POWRR Institute is coming closer. They have gotten a good response and a good pool of attendees.
- DigLab is busy with digitization.
- Jaime has been helping with organizing Open Access Week, but will be unable to attend because she's attending a separate conference in Pittsburgh.

### **Leanne**

- Beth McGowan, Kathy Ladell, Larissa Garcia and DeeAnna Phares have helped extensively with the Sounds and Scenes of Gwendolyn Brooks' Chicago event at the DeKalb Public Library, which was well-attended. NIU Libraries is co-sponsoring another

Gwendolyn Brooks event with the public library on November 7<sup>th</sup>. It is an art exhibition inspired by her works and a reading of her poetry.

## TJ

- The 1<sup>st</sup> budget quarter has ended. She is working on reviewing how we did and if there is any surplus to roll over to the 2<sup>nd</sup> quarter. Jana, Nancy, Fred and TJ will meet to review the collections budget.
- The inclusive bathrooms sign is ready and will be installed when carpenters are available.
- Sophia Vargas from Enrollment Marketing and Communications came to discuss how to brand the 1<sup>st</sup> floor of the libraries as NIU spaces. We are discussing getting [a mesh print](#) that would fill the windows on the entrance side of the Library. If it's mission critical this mesh will be free, but if not, we won't go through with it.
- Campus Recreation and Wellness has changed its programs and is focusing more on stress relief. They came to discuss how the Libraries can get involved and were impressed that we are already doing many things to relieve stress (visiting dogs, drawing sessions, Reflections Room). They are considering doing some programs for students, faculty and staff in the Lobby, Staff Lounge, or Reflections Room. They are considering holding a yoga or tai chi session once a month in the Staff Lounge. The Library is considering enhancing the reflections room by providing a list of apps for meditation or perhaps also providing some type of technology with which these apps can be accessed.
- Systems is identifying phone numbers and jacks that aren't in use, so we can cut costs.

## **LAC meeting – 10/20/17**

Meeting minutes not available at the time of publication.

## **Link to OSC minutes**

<http://www.niu.edu/osc/archives/september-7-2017-osc-minutes.pdf>

Meeting was adjourned at approximately 2:26pm.

Our next regular meeting is scheduled for November 15, 2017 at 1:30pm in Room 411.

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Respectfully Submitted,  
Michele Hunt, Secretary