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LOSAC Minutes 2017-12

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Date: December 20, 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), Anthony Velazquez (Historian)

I. **Old Business:**

Approval of Minutes

The minutes of November 15, 2017 were approved with a correction:

- a. Gabriela Crespo's email was incorrectly reported. It is crespo@niu.edu.

Archival Review

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

1. Agenda 11/15/17
2. Minutes 11/15/17

E-mail Updates

Pat Arne is retiring – parne@niu.edu

LOSAC Suggestion Box

No submissions received.

Issues Previously Discussed

Birds: While researching ways to deter birds from hitting the windows, the cost of liquid UV products versus highlighters was the starting point. A 1.65 oz. bottle of UV liquid costs about \$20. Regular highlighters, which are UV reactive, are 70¢ each if 24 are purchased. Since we have access to highlighters here a small test was performed. When applied directly to the window by drawing, the highlighter spreads well, but it is clearly visible. Next, highlighter liquid was diluted in 3 different solvents: water, hand sanitizer, and ethanol. Results from the test of each on a window: the water solution drips; the hand sanitizer solution leaves a visible residue; the ethanol solution after drying leaves no highlighter on the window.

Our inquiry about attaching UV filters to the windows revealed that we cannot do the work ourselves and would need to go through and be installed by the Building Services Teamster crew. However, the Dean has requested a quote for the work order requesting Building Services to put things up on the windows.

Meeting with the Dean: We are checking on the status of an Operating Staff Meeting with the Dean or if the All Library Meeting is sufficient.

II. New Business:

- **All Gender Bathroom:** It has been brought to our attention that individuals do not like that the men's bathroom has been converted to the all gender bathroom. This change left the urinals exposed creating awkward interactions. Usually all gender bathrooms have individual stalls.
- **Travel Fund Dispersion:** A Qualtrics survey will be sent out to gauge Operating Staff's interest in going to events and conferences. Having this information on hand will be useful in the future if funds become available.
- **Parking:** After the latest adjustments to the Field House and Parking Garage lots, we have lost blue parking spots. Also, Operating Staff have started to receive notifications and reimbursement for the price increase of parking permits plus interest for the past 2 years. Check your paystub to see if you've received it.

Department Heads Meeting Notes – 10/10/17

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

Fred Barnhart

- The Dean talked about the budget returns and how we are allocating the contingency fund. The fear was that the Libraries would have to return 10%, but that wasn't the case. We had a 230K contingency fund and had to return about 90K. This was primarily in salary savings.
- What remains is about 150K. This is going to be allocated into a variety of things. Currently discussed are:
 - Kanopy video streaming service (update: Jim announced library-wide on 12/14 that it was acquired)
 - 5K for the Textbook Taskforce
 - 5K for a leisure reading program
 - Last year 50K was set aside for Get It Now and about 90 titles were requested. We're putting money aside this year as well.
 - More money was added into academic monograph funds for one-time purchases. These should be selected by around April 1st.
- Fred announced he is on the search planning committee, which will develop a procedure for the presidential search.
- He also emphasized we got really good feedback concerning the Textbook Taskforce and the Gwendolyn Brooks events.

Jana Brubaker

- I-Share Next Request for Proposal went out; there is no update.
- Jana expanded on the Get It Now changes. This year we're putting some more money aside and expanding the list of titles that are available through the service. Librarians decided which titles would be selected (those that had many requests through Illiad). There was no request for input from teaching faculty concerning the initial titles, but there will be a press release and faculty is encouraged to suggest titles.
- The meeting with the collection development advisory committee is today.

TJ Lusher

- TJ presented the renovation projects.
 - Café design/floor plan was shown. It will be rearranged, the service counter will be expanded. They will lose about 24 seats. The Anywhere printer and microwave are moving to the hallway area (by the escalators), and the vending machines are moving to the 1st floor, to the right of the main entrance, where the ramp and the drop boxes are. The number of outlets will be increased both in the café and the hallway, and work on that has already started. The project is paying for the new outlets, not the Libraries. The renovation (with rebuilding) begins after finals and will continue until early March. It's expected to open in spring break. HSC renovation starts after the café is finished. The café will have longer open hours, hopefully will be open Fridays and at least one day on the weekend. There is no confirmation on the vendor yet.
 - 71N design/floor plan was shown. Half will be NIU, and half Discover. Discover is paying for the renovation of both parts. Discover intends the space to be used as a center for Computer Science and perhaps Business student interns to work on Discover's projects. It would be open 24/7 (not always staffed), with an entrance leading to the pit. The door in 71S is moving further north so the bathrooms and the door to the outside will be accessible to 71S employees. The Libraries won't see revenue from this project. We might get some subsidies from the rent NIU will receive. Contract will hopefully be signed in March, with construction starting in late spring/summer, so the center would be available to its first interns in the fall semester.
 - OneCard office is still tentative. The plan is to move Reserves in March with OneCard covering furniture moving costs, start construction in late spring, and for the office to open in June. Extended hours have not been addressed by the OneCard office.

Additionally:

- Looking into replacing the security gates
- Compact shelving is changing to manual compact shelving, starting with the area directly in front of the central elevators.
- Still looking into putting up archival pictures on mesh prints in the windows by the main entrance.
- Also looking into replacing sitting inside the main entrance with rocking chairs.

- TJ will send out reports on how many hours have been expended on the student budgets soon (when it hits 50%). This week it should be at about 46%.

Leanne VandeCreek

- “De-Stressing from Finals” events are taking place this week. A coloring table is available every day this week from 8:00 AM to Midnight. The Newfoundland therapy dogs will be here today (Tuesday) and tomorrow (Wednesday) from 5:30 – 7:00 PM.
- Food for Fines program: runs through the end of this week. As you know, it’s primarily a food drive for our Huskie Food Pantry. At last check, we had one good sized box of food donations to deliver, but hope to get more this week as people wrap up the semester and head out for break. Several people have made use of the reduced fines reward.
- Spring Reserves Pilot Program: As part of their work, the Textbook Affordability Task Force emailed department chairs and library representatives a link to an online form, through which they could submit information about their courses, including the required texts. We also requested data from both bookstores regarding high enrollment courses with high-cost required materials. This data in combination with the submission from teaching faculty will be used to purchase some of these textbooks to place on reserve for the upcoming Spring Semester. So far we have received requests from 12 faculty members. The final deadline for submissions is 12/22. Since we have not been overwhelmed with requests, the Task Force will begin reviewing the submissions early next week to help expedite the purchasing and processing of these materials so they can be ready in time.
- The Textbook Affordability Task Force has created a LibGuide of resources for both students and faculty: <http://libguides.niu.edu/textbookaffordability>. It is linked from the “Research Guides” button the home page, and also on the “Resources by Subject” page, in the “General” section. This link was shared with department chairs and library reps in the same email I mentioned earlier. The University Libraries is not alone in recognizing the importance of this issue. Multiple groups are coming together to discuss textbook affordability on our campus. I was a guest speaker at the Committee for Academic Equity and Inclusive Excellence. Fred and/or a representative of our Task Force will be invited to speak at a joint meeting between the Committee for the Improvement of Undergraduate Academic Experience and other campus groups. And Fred and I are scheduled to speak about textbook affordability at the February meetings of the Faculty Senate and University Council, along with Ian Krone (the Director of the Holmes Student Center), and Stephanie Torres Celis from the Student Association who is surveying both students and faculty views on textbook affordability.

Cindy Ditzler

- The Center staff is still very busy even though the semester is drawing to an end. Sarah is busy working in the two different departments. The 10th year anniversary of the February 14th shooting is in 2018 and the University is planning a series of events

centering on the survivors rather than the families of the students killed in the classroom. Cindy is serving on the Exhibit Committee.

Hao Phan

- We have completed cross training for student workers in the department. Student workers now could be sent from one collection to another to help keep a collection open when staff and student workers of that collection are not available.
- Hao has contributed to the application for the federal grant Title VI that the NIU Center for Southeast Asian Studies is working on. His writing in the application highlighted the roles of the libraries in supporting the Southeast Asian Studies program and sought funding for materials and acquisitions trips.
- The Southeast Asia Collection has received over 80 SEA books (that the collection has not held) and archival research materials donated by Professor Kenton Clymer from the NIU Department of History.

Jaime Schumacher

- Activity around faculty-driven deposits into Huskie Commons continues to increase due to awareness-building activities (like presentations).
- SoAD wants to expand on the pilot project we completed last semester with Senior Project deposits, and are also interested in depositing legacy materials.
- With the University-wide move to migrate documents and other materials off of web servers, Cindy and I are working with the Web Strategy & Service Team on establishing a workflow for materials that should be archived into University Archives and materials that should be deposited into Huskie Commons.
- A pilot of the migration of the Library's digital collections to a hosted service provider will begin in January.
- The digitization lab has scanners located in 2 areas now. They are in the lab where Brian is still located and on the 2nd floor in a windowless room that provides better environmental conditions for the dime novel digitization project.
- The POWRR project team had a very busy month with the inaugural 2-day POWRR Institute taking place 2 weeks ago. We've received very positive feedback. The next Institute will take place within a Tribal Nation in Oregon this spring.
- The team was also invited by the Executive Director of the Ryerson and Burnham Libraries and Archives at the Art Institute of Chicago to collaborate in the application for a National Digital Stewardship Residency. We co-presented last week with a team from the Libraries and Archives to the visiting Residency committee and expect a decision soon.

Joseph Thomas

- DoIT is moving forward with the plan to remove alias based logins from the Office365 system. They are currently planning to implement this change over Christmas break. What this means is that when we return from break everyone will need to login to O365 related systems using A-ID@mail.niu.edu rather than their

alias (joe@niu.edu). You can begin logging in this way immediately, the system is already configured to accept A-ID@mail.niu.edu style logins. However, sometime over break alias based logins will cease to work.

- As we continue to work through the transition away from using the Novell client for authentication and file services people have begun reporting that Novell client based logins are getting errors similar to “LOGIN-LGNWNT32-430: The following drive mapping operation could not be completed. [G:=”niulib/USER:A-ID”] The error code was 8836.” This error can safely be ignored. It is occurring because the new drive mapping policies are mapping the drives before the Novell-based login script can and therefore causing an error. These errors will begin to go away (along with the Novell client login script) as the new policies begin shutting off the Novell client.
- We are continuing to deploy the new policy settings to turn the Novell client off. Computers around the building should begin showing only the “Other User” login window rather than the “Red N” login window that was the previous standard.

Katja Marjetic

Nothing to add at this time

Sarah McHone-Chase

- Food for Fines wraps up this week. The donations have been “okay.”
- We have a new staff member, finally, in IDS—Gabby Crespo.
- IDS demo-ed a new product that would enable us to track shipments.

Wendell Johnson

- Reference and Research Remains a well-oiled machine. The entire cohort keeps the information highway open evenings and weekends.

Reference

- Going forward, we will soon face challenges staffing the Ref Desk.

Research

- We had 19 Research Rookies enrolled in UNIV 105 – our largest group of Research Rookies to date. Larissa Garcia and yours truly will meet with NGO/Public Admin regarding future UNIV 105/embedded librarian opportunities.
- Professor Khailova is completing/has completed the proofs for her forthcoming volume.
- Professors Pan and Johnson have book contracts pending. Professor McGowan is preparing a proposal for a book-length manuscript.

Ladislava Khailova

- Library Council has been quite busy and has produced results in three areas:
 1. Amendments to the Policies and Procedures for the University Libraries Faculty
 2. Feedback on Professional Development Travel Policy to the administrative group
 3. Design and implementation of faculty/SPS profiles. Each of these areas is addressed in more detail below

- Amendments to the Policies and Procedures for the University Libraries Faculty: LC drafted and subsequently approved (through confidential ballot) amendments to the following sections of our Bylaws:
 - i. Merit Ratings of Persons Who Have Been on Leave (Article V.A.2.k);
 - ii. Promotion to Rank of Professor (Appendix I);
 - iii. External Evaluations (Article V.D.5 and Appendix I);
 - iv. Extension of Tenure Probation Period (Article V.D.3.e);
 - v. Early Tenure and Promotion (Article V.D.3.f);
 - vi. Procedures for Library Faculty Transfers and Reassignments (Article V., Section C).

- All amendments will be presented to the University Libraries' faculty for vote at its meeting on December 19.

- Feedback on Professional Development Travel Policy to the administrative group: LC has provided the admin group with written feedback to the recently shared Professional Development Travel Policy. Its recommendations and requests for clarification had the underlying goal of increasing transparency and promoting information sharing in the Library:
 - i. Request that the Dean share information on approved expenditures from the Requisite Travel budget at each LC meeting (immediately approved; to be implemented);
 - ii. Request that the admin group provide written clarification on criteria for OVPR distribution (waiting to be addressed by the admin group);
 - iii. Possibility of having an elected faculty committee create standard criteria to fund travel and then have the faculty committee award travel monies based on those criteria (Requisite Travel, possibly OVPR--waiting to be addressed by the admin group).

- Design and implementation of faculty/SPS profiles:

LC modified the University-generated faculty profile template and collected feedback from all library faculty/SPS on the modification. Stef Scharmacher used this information to create the profile data-entry page in the Dashboard environment. The product will be introduced at the all-faculty meeting on December 19.

LAC meeting

No meeting for the month of December.

Link to OSC minutes

<http://www.niu.edu/osc/archives/osc-minutes-november-2-.pdf>

Meeting was adjourned at approximately 2:50pm.

Our next regular meeting is scheduled for January 17, 2018 at 1:30pm in Room 411.

Respectfully Submitted,
Michele Hunt, Secretary