

2-1-2018

LOSAC Minutes 2018-02

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Date: February 21, 2018

Time: 1:33pm

Founders Memorial Library, Room 411

Present: Katja Marjetic (Chair), Dee Anna Phares (Vice-Chair), Michele Hunt (Secretary), Anthony Velazquez (Historian)

Excused: Renee Kerwin (LAC Representative)

I. Old Business:

Approval of Minutes

The minutes of January 17, 2018 were approved.

Archival Review

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

1. Agenda 1/17/18
2. Minutes 1/17/18

E-mail Updates

None to report.

LOSAC Suggestion Box

No submissions received.

Issues Previously Discussed

Birds: No updates

Exploration Teams: Volunteers for the teams met with the Dean to discuss their charge and the timeline for the work to be completed by each group, which are broken into three library areas of focus: Collections, Services, and Space. Teams will submit an update to Administration of their progress by March 5th.

Coffee: Complimentary coffee is now available outside the Security office. Occasionally there is a lag in delivery when we're out of coffee and Dining Services only supplies one type of coffee. To help with transparency, signs are in rotation to advise patrons and staff if there will be no coffee available or if it happens to be decaf.

II. New Business:

Department Heads Meeting Notes – 2/13

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

Fred Barnhart

- The Dean is on the Presidential Search Prep Committee, and he reports that they are trying to make the search more transparent than the previous one.
- He met with Sarah McGill, the Chief Financial Officer, and brought up our reduced budget and buying power. She seemed understanding and sympathetic.
- Devising a budget is currently underway.
- Enrollment is about the same.
- In April Sol Jensen will come talk to Library Staff.
- Illinois will hopefully have a budget, but we need to consider the Illinois budget in our budget plans.

Jana Brubaker

- Kanopy is popular. 24 titles were triggered so far, and we are in the process of downloading vendor records to our OPAC.
- Deadline for ordering at 100% is February 16.
- Deadline for Founders Keepers is February 28.

Jaime Schumacher

- 2 law students are working with the department on a project regarding copyright/license research for faculty deposits into Huskie Commons.
- Drew is leading students working on a text mining project.
- Digital collections migration is underway.
- Jamie and Larissa will be presenting at ARLIS on an information literacy project.
- POWRR team will be mentoring the Resident at the Art Institute of Chicago.
- The Open Access fund has \$30,000.

Hao Phan

- Government Publications is working on a storage project – weeding and identifying uncatalogued material we wish to retain.
- SEA is working on processing a large archival collection of research materials donated by Professor Kenton Clymer from NIU's History Department.
- SEA has a new exhibit on SEA architecture.
- Hao is working on adding the Berita Database to the digital library, and on a potential grant with the Henry Luce foundation for the digital library.
- There was a leak from a burst pipe in Music, which has now been fixed. 12 items were damaged.

Ladislava Khailova

- The Library Council has been working on amending the Policies and Procedures for the University Libraries, and on the documents related to the annual faculty elections.

Wendell Johnson

- Reference and Research met. New Departmental Initiatives are temporarily on hold until the Strategic Planning process is clear.
- A grad assistant was hired and will report to Larissa.

Cindy Ditzler

- The newspaper project is underway. Ogle County and Genoa Newspapers are being digitized and will be stored free of charge on the Illinois Digital Newspaper Collection servers instead of in our digital storage.
- Margret is now in charge of the student workers and grad assistants, but not the IRAD interns.
- Cindy is the chair of the Campus Parking Committee. If there are questions or concerns she would like to hear about it. Next meeting is Thursday.
- *In response to the leak in Music:* There are 5 emergency kits in the libraries: Music, Rare books, and 3 in RHC. One RHC kit is in the basement and anyone is welcome to use it when needed, no prior approval from Cindy is required. If you believe you will be the one who needs to use it and you're unfamiliar with where it is, Cindy will show you.

Joe Thomas

- G drives are being replaced by OneDrive, and the G drive will be decommissioned after spring break. Individuals must transfer their own files, Systems can't do it for them. They will show you how if you ask them to.
- OneDrive Sync client will be rolling out in the next week, which will allow you to access OneDrive as if it's a drive. Each individual must set it up by entering their login ID (A-ID@mail.niu.edu) and password. Again, they will show you how if you ask them to.
- Systems will send an e-mail with information on both these matters.
- Systems will also make a backup copy of all library employee's G drive files in the week of March 19th, in case anyone forgot to transfer anything and realizes it after the G drive is decommissioned. Before the G drive is disconnected Systems intends to send a final notice.

TJ Lusher

- The automatic front door that was malfunctioning and has been open for the past weeks has been fixed. Still talking to the metal sheet shop about fixing the airflow issue between the doors that seems to be the culprit for the malfunction.
- Café renovation is underway, projected to open 2 weeks after spring break. There may be a delay as the equipment delivery date is unclear.
- No update on the OneCard and Bursar move.
- Working on budget planning.
- FY18 purchase requisitions deadline is May 5th.
- *In response to the leak in Music:* Looked into the costs of emergency kits. They go for about \$229.00, whereas buying the individual items and making our own kit would cost us around \$100. We did manage to find the kits we already have, which have seen little

enough use that people in the respective departments were unaware of their whereabouts.

Sarah McHone-Chase

- *In response to the leak in Music:* The Library Security and Emergency Committee is discussing the issue at the next meeting, especially how to make sure departments know where the emergency supplies are.

LAC meeting

No LAC meeting this month.

Link to OSC minutes

<https://www.niu.edu/osc/files/osc-minutes-january-4-2018.pdf>

Meeting was adjourned at approximately 2:30pm.

Our next regular meeting is scheduled for March 21, 2018 at 1:30pm in Room 411.

Respectfully Submitted,
Michele Hunt, Secretary