

6-1-2018

## LOSAC Minutes 2018-06

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** June 20, 2018

**Time:** 1:40pm

**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 May 16, 2018 were approved.

#### **Archival Review**

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

1. Agenda 5/16/18
2. Minutes 5/16/18

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

Dave Vangorder joined the Library's Systems Department – [dvangorder@niu.edu](mailto:dvangorder@niu.edu)

#### **LOSAC Suggestion Box**

No submissions received.

**LOSAC Log:** Ballots, election documents, and VP responsibilities updated.

**Elections:** The final votes are in. Dee Anna Phares will be leaving the committee. Michele Hunt has been re-elected to represent the Collections and Technical Services Division. Her alternate will be Ginger Prothero-Schwersenska. Newly elected members Gabriela Crespo and Steffen Scharmacher represent the Public Services, Administration, Regional History, Technology Initiatives, and Support Services Division. Anthony Velazquez will be their alternate.

**Spring Meeting with the Dean:** No updates on the requested work orders. 71N construction has begun.

**Annual Report:** Everyone on the Committee has reviewed it. The report has been sent to the Dean for approval.

### II. New Business:

- **Disabled Parking for Operating Staff:** It was brought to the Committee's attention that Parking Services told Operating Staff that disabled parking passes weren't covered under

the union contract for pricing. That is not true. All employees are covered and charging more is not legal. Union representatives were notified and those who were charged incorrectly received a refund. The correct price for AFSCME handicapped reserve permits are now displayed in the Parking Services payment portal.

- **Visitor Parking Lot:** Please be aware that Parking Services policy states that you can only use the permit for which you are eligible. Staff with a blue parking permit therefore aren't technically eligible to use the visitor parking spaces and *may* be fined if found to be in violation.
- **Staff Lounge:** TJ sent out an email informing employees the Staff Lounge will remain locked in an attempt to stop any unauthorized individuals or groups from accessing it. A LOSAC representative will speak with the head of the Convergence Lab to inform them about the process for reserving the space so that Staff can be notified in advance if the space will be in use.
- **Other:** There have been questions about the updated and reduced Library hours of operation. Students have commented that they wish we were open longer, especially on Saturdays and Sundays. Overall, hours are being shortened which means saving about around 7,000 hours.

### **Department Heads Meeting Notes**

This month's meeting was cancelled.

### **LAC meeting**

No meetings until August.

### **Link to OSC minutes**

<https://www.niu.edu/osc/osc-minutes-may-3-2018.pdf>

Meeting was adjourned at approximately 2:25pm.

Our next regular meeting is scheduled for July 17, 2018 at 2:00pm in Room 411.

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Respectfully Submitted,  
Michele Hunt, Secretary