

7-1-2018

LOSAC Minutes 2018-07

Library Operating Staff Advisory Committee

Follow this and additional works at: <https://huskiecommons.lib.niu.edu/ua-library>

Recommended Citation

Library Operating Staff Advisory Committee, "LOSAC Minutes 2018-07" (2018). *University Libraries Archive*. 255.

<https://huskiecommons.lib.niu.edu/ua-library/255>

This Minutes is brought to you for free and open access by the Teaching & Learning Archives at Huskie Commons. It has been accepted for inclusion in University Libraries Archive by an authorized administrator of Huskie Commons. For more information, please contact jschumacher@niu.edu.

Minutes of the regular meeting of the LOSAC committee

Date: July 17, 2018

Time: 2:02pm

Founders Memorial Library, Room 411

Present: Katja Marjetic (Former Chair, Secretary), Dee Anna Phares (former Vice-Chair), Michele Hunt (former Secretary, Chair), Renee Kerwin (former LAC Representative, Vice-Chair), Anthony Velazquez (former Historian & alternate), Steffen Scharmacher (Historian), Gabriela Crespo (LAC Representative)

Excused: Ginger Prothero-Schwersenska (alternate)

I. Old Business:

Approval of Agenda

The agenda for July 17, 2018 was approved.

Archival Review

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

1. Agenda: June 20, 2018
2. Minutes: June 20, 2018

E-mail Updates

Cliff Benson joined the Libraries – cbenson@niu.edu
Debbie Sander retired – dsander@niu.edu

LOSAC Suggestion Box

No submissions received.

Transition from old to new members

Dee Anna Phares and Anthony Velazquez left the meeting after the discussion of Old Business and reminders of alternates' duties to the Committee. Ginger Prothero-Schwersenska will serve as an alternate for Michele Hunt and Anthony Velazquez will serve as an alternate for Gabriela Crespo and Steffen Scharmacher. After the alternates left, newly elected members were informed of the importance of confidentiality, discussed the policy, and were reminded to read the LOSAC Constitution. We reviewed the purpose of LOSAC, operating procedures, and office position responsibilities.

II. New Business:

▪ Officer Updates

- **Chair** – Michele Hunt
- **Vice-Chair** – Renee Kerwin
- **Secretary** – Katja Marjetic
- **Historian** – Steffen Scharmacher

- **LAC Representative** – Gabriela Crespo
- **Meeting Schedule:** It was decided to continue with the third Wednesday of each month at 2:30pm. Our tentative dates for the 2018-19 year are as follows: August 15th, September 19th, October 17th, November 21st, December 19th, January 16th, February 20th, March 20th, April 17th, May 15th & June 19th.
- **Annual Meeting with Operating Staff:** After our yearly report has been approved by the Dean, we will invite all Library Staff to the meeting to present it. We hope to find a date that works around mid-August.

Department Heads Meeting Notes

This month's meeting was cancelled.

LAC meeting

Next scheduled meeting is in August.

Link to OSC minutes

<https://www.niu.edu/osc/archives/osc-minutes-june-7-2018.pdf>

Meeting was adjourned at approximately 2:49pm.

Our next regular meeting is scheduled for August 15, 2018 at 2:30pm, in Room 411.

Respectfully Submitted,
Michele Hunt, former Secretary