

8-29-2018

## LOSAC Minutes 2018-08-29 Annual Meeting

Library Operating Staff Advisory Committee

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## Minutes of the LOSAC Annual Meeting

**Date:** August 29, 2018

**Time:** 9:00am

**Founders Memorial Library, Staff Lounge**

**Present:** Michele Hunt (Chair), Renee Kerwin (Vice-Chair), Ginger Prothero-Schwersenska (alternate-Secretary), Anthony Velazquez (LAC representative), Steffen Scharmacher (Historian)

### Introduction

- Michele formally introduced the Committee and shared which positions each member holds.
- Promised to email out the Annual Report after the meeting.

### Report Review & Comments

- Birds hitting the library windows is still a concern and we are taking suggestions.
  - Perhaps reaching out to other organizations on campus and offer to let them “tag” our windows.
  - The notification of Staff Lounge bookings is still a concern. Signage has been put in place to assist in the notification to employees when the lounge is in use and the information can also be found digitally on Blackboard.

### Open Suggestions Period

- Question concerning work being done in the Staff Lounge.
  - In response Cliff shared that no drop cloth was used so the staff would only have to clean the area once.
  - He also shared that currently only Discover will have access to the remodeled 71N as there is no security gate at the door.
  - The bathrooms between 71N and S should only be used by Discover employees as a back-up.
  - The staff lounge should be locked going forward so carry your keys.

Meeting was adjourned at approximately 9:30am.

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Respectfully Submitted,  
Ginger Prothero-Schwersenska, Secretary