

9-19-2018

## LOSAC Minutes 2018-09-19

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** September 19, 2018

**Time:** 1:45 pm

**Founders Memorial Library, Room 411**

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

### I. Old Business:

#### **Approval of Agenda**

The agenda for the Sept. 19<sup>th</sup> meeting was approved.

#### **Archival Review**

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

1. Agenda August 22<sup>nd</sup>, 2018
2. Minutes August 22<sup>nd</sup>, 2018

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

None to report.

#### **LOSAC Suggestion Box**

No submissions received.

### II. New Business:

- No new business to report

#### **Department Heads Meeting Notes – [date]**

##### **Department Heads Meeting Notes – 10/2/18**

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

#### **Fred Barnhart**

- The Deans' Council is cautiously optimistic that there will not be further budget cuts. The new Chief Financial Officer, Sarah McGill, thinks she can handle the budget without asking for money back.
- The University has decided to participate in the state's grant program AIM HIGH, which gives scholarships to IL students. We will accept \$2.5 million in funding and promised to match that funding over a number of years.

- The remodeled bookstore in the Holmes Student Center will reopen in October 2019. Follett has taken over management of the bookstore and we hope to have a positive partnership with them. There is currently a new shopping model geared toward online ordering and pick up at the temporary location.
- The deadline for submission of textbooks to the store has been moved up and is now October 14<sup>th</sup>.
- In anticipation of the Van Dyke trial verdict, Vernese Edgehill-Walden, Senior Associate Vice President for Academic Diversity and Chief Diversity Officer, would like to offer support to students affected. If you'd like to volunteer in the effort, please contact her.
- Creative Services is new team from the Division of Enrollment Management, Marketing and Communications which will act as the University's in-house creative marketing team. They are available for graphic design assistance, signage, and many other projects that can be customized to your department or organization. Your request will be in a queue so plan accordingly when contacting them about a project.

### **Jana Brubaker**

- During the summer Stef and Nancy created a list of copy 2 titles that haven't circulated in at least 10 years. The list was sent out to subject specialists to review and consider their value to their collections.
- Technical Services is sending out a list of print and electronic standing orders to subject specialists to review with their departments.
- The Current Reading and Graphic Novel Collections have been collected, cataloged, and labeled. The last week of October is the tentative window for their reveal.

### **Hao Phan**

- Music Library Updates
  - After Sherry Patterson's retirement, there is no permanent full-time staff there and Sarah Holmes has been filling in. Sherry's position has been revised and is ready to be sent to HR upon approval.
  - 8 students have been hired to fill the library's needs and keep the doors open.
- Rare Books and Special Collections Updates:
  - Sarah Cain has officially started her new position of Curator of Rare Books and Special Collections. She has finished processing a new collection, the Fred Saberhagen Papers.
- Government Publications Updates:
  - 2 new students have been hired.
  - This fall Mark Hamilton is taking part in the Federal Depository Library Program to train as a Coordinator.
- Southeast Asia Collection Updates:
  - A new student was hired.

- From the copy 2 list sent out, they have pulled out 900+ volumes to review for withdrawal. Hao doesn't want to recycle them, but we do not have the money to ship them to other SEA collections. Decisions are still being made about the materials.
- The Center for Southeast Asian Studies has received a multi-year grant for \$2.5 million which will provide language learning scholarships, funds for two travel trips to collect materials, and a small budget to purchase materials.

### **Jaime Schumacher**

- At the iPres conference, she received high praise and thanks to our library for providing a Cornell associate with knowledge he needed about digital preservation.
- Cataloging of thesis and dissertations has ramped up again and multiple years have been ingested.
- Drew VandeCreek is working on a text mining project in conjunction with a course being offered on the CIA.
- The Dig Lab acquired a new scanner capable of handling a wider variety of paper types.
- Jaime, Joe, and David are working on a project that is tracking the scholarly output of faculty on campus. They are looking for more databases to query to fill gaps in the data found so far.

### **Sarah McHone-Chase**

- IDS is still shorthanded and waiting on approval to fill positions.
- The move from ILLiad to Tipasa has been delayed to approximately December.
- New students have been hired for IDS and Stacey Bivens is in the process of hiring more students for shelving.
- A reminder to staff and student workers: if you take materials off the shelf to use, remember to check them out at Circulation.

### **Leanne VandeCreek**

- 2 new book return drops have arrived and are set to be installed. One will be on Normal Road and the other at the entrance of the library. They are ADA compliant and accessible to a wider range of patrons.
- The Textbook Reserve Program purchased 45 textbooks to remain on reserve for courses with high enrollment, high cost textbooks, and with the understanding that the books will be in use for several years.
- Word of mouth has gotten around and students are thankful for the Textbook Reserve Program. Some professors have put personal copies on reserve after students expressed an expectation and desire for a copy to be made available.
- A few upcoming events to share: Thursday October 4<sup>th</sup> from 4-6pm, a solo exhibition of a 3<sup>rd</sup> year MFA print making student will open in the Founders Gallery; Tuesday October 9<sup>th</sup> from 5-6pm, the Haish portrait dedication will be hosted in the Founders Gallery

with remarks from President Lisa Freeman; Saturday October 13<sup>th</sup> the Regional History Center will host a tent at a tailgating event.

- The open gathering space where the Current Reading Collection is currently located will be undergoing a little revamp with furniture pulled from around the library to create a comfortable and inviting place to browse and read.

### **Wendell Johnson**

- A new graduate student was hired and will be reporting to Larissa Garcia.

### **Michele Hunt**

- Nothing to report.

### **Cindy Ditzler**

- They are busy working on new projects with the Pick Museum and other individuals.
- Due to Sarah Cain moving to Rare Books and Special Collections and time constraints, the reference policy will be altered to accommodate fewer hands to help. Patrons will now be required to pull their own research materials; in the past the department would get them ready to be reviewed and researched.
- During Homecoming Week a time capsule will be opened from 1962, put on display, and then moved to the archives.
- Sarah Cain and Cindy Ditzler are on the History Subcommittee of the University 125<sup>th</sup> Anniversary Committee in planning for 2020 events.
- A Haish mansion model in the archives will be preserved by an ambitious student that has researched the proper methods.

### **TJ Lusher**

- A meeting with Vice Provost for Resource Planning, Sue Mini, about the significant number of vacancies in the library has occurred. A list of vacancies was presented with no priority attached as all positions listed are deemed essential. No word has come back about approval for hiring.
- That position vacancies list presented in the meeting will be distributed to Department Heads. Departments should have job descriptions and justifications ready so they can be sent to HR as soon as approval is granted.
- Student Supervisors will be called to a meeting to discuss the budget and potentially changing the hiring model.
- The gates for 71N have been ordered and are estimated to be installed sometime in November.
- A new committee has been formed: Libraries Physical Space Advisory Committee. Administration is looking for more volunteers. If you're interested please contact TJ.
- It is time for ACRL surveys to be done so Jana and Leanne are working to get the necessary data gathered.

**Joseph Thomas**

- DoIT is moving forward with migrating storage on campus to a central location. They promised that it would be seamless, but we will see when the date arrives. An email will be sent when more details are available.
- The VDrive will be down during the migration, but it should be during weekend or evening hours when not in use.
- Systems will be handling any VDrive changes or necessary re-mapping.

**LAC meeting – September 21, 2018**

No minutes at time of posting

**Link to OSC minutes**

[https://www.niu.edu/osc/\\_files/minutes/osc-minutes-august-2018.pdf](https://www.niu.edu/osc/_files/minutes/osc-minutes-august-2018.pdf)

Meeting was adjourned at approximately 2pm.

Our next regular meeting is scheduled for October 17<sup>th</sup>, 2018 at 1:30pm in Room 411.

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Respectfully Submitted,  
Ginger Prothero-Schwersenska, Secretary