

3-1-2019

## LOSAC Minutes 2019-03

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** March 20, 2019

**Time:** 1:30pm

**Founders Memorial Library, Room 411**

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

**Excused:** Katja Marjetic (Secretary)

### I. Old Business:

#### **Approval of Agenda**

The agenda for March 20, 2019 was approved.

#### **Archival Review**

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

1. Agenda: 10/17/18
2. Minutes: 10/17/18

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

Kate Swope began at the Music Library March 18<sup>th</sup> – [kswope@niu.edu](mailto:kswope@niu.edu)

#### **LOSAC Suggestion Box**

No submissions received.

#### **Previously Discussed**

- **Dean's Office Hours:** A friendly reminder that Fred has office hours scheduled every Tuesday from 8:00-9:00am. Feel free to drop in and chat about any concerns or suggestions.

### II. New Business:

- **OSC Event:** The Public Relations/Activities Committee is hosting a bowling night on April 4<sup>th</sup> from 5:00-8:00pm at Mardi Gras in DeKalb. The cost is \$7.50 per person and includes 2 games and shoe rental. This event is open to all Operating Staff and their friends and family.
- **Employee Wellness Fair:** The annual Wellness Fair is scheduled for April 3<sup>rd</sup> from 10:00am-1:00pm in the Holmes Student Center Ballroom.
- **Employee Assistance Program (EAP):** Director Brian Smith presented on the program during our March All Library Meeting. In case you missed it, [visit their site here](#) and learn about out their services, which are free of charge. Counseling and the new L.E.T.S program may be of interest.

- **Dashboard Calendar Update:** Michele Hunt has been added as a party able to update the calendar. If there is an event taking place in the library that you're aware of and would like it placed on the calendar, send an email or pay a visit to Technical Services. Having the calendar up to date with outside community events and our own taking place in the building allows us to help patrons that may be looking for the location.

### **Department Heads Meeting Notes – 3/12/19**

**Present:** Fred Barnhart, Jana Brubaker, Cindy Ditzler, Michele Hunt, Wendell Johnson, TJ Lusher, Hao Phan

**Absent:** Sarah McHone-Chase, Jaime Schumacher, Joe Thomas, Leanne Vandecreek

#### **TJ Lusher**

- Facilities Updates:
  - The 71N exit is open for use with security staffed in the area. There might be a few adjustments to the hours it will be open.
- Technology Update:
  - New laptops for faculty are in to replace models that are 4-5 years old.
- Budget Updates:
  - Work continues on the multi-year planning budget. Our contribution to the University is set at \$400,000. It has been worked out via vacancies and money from other funds.
  - Library Administration would like everyone's input on the idea of collapsing all cost centers to one except for maintenance. An email will go out asking Department Heads for their opinion. Having one cost center would make tracking expenditures easier for the Business Manager and give the library bargaining power. The change, if implemented, is approximated for FY20.

#### **Cindy Ditzler**

- Sarah Cain and Cindy Ditzler are on the History Subcommittee of the University 125<sup>th</sup> Anniversary Committee in planning for 2020 events. They are working with several diversity and equity groups on campus to coordinate research on the University and setting up a series of diversity dialogues. The 2020 celebrations will include many events and exhibits throughout the entire calendar year.
- The Haish mansion model is coming along. The student working on it has written an article on their process and progress that will first be published Founders Keepers and then in the Friends Newsletter.
- Regional History has been working with author Andres Gonzalez on their book American Origami. They will be exploring the aftermath in locations that have experienced school shootings. The cranes placed in a trees after the shooting here at NIU will grace the cover of this book.

### **Michele Hunt**

- Nothing to report. There hasn't been a LOSAC meeting in the past few months due to nothing on the agenda. Operating Staff are happy with the Dashboard calendar being updated with more events to help patrons find activities in the library.

### **Wendell Johnson**

- 3 MLS students and 1 returning employee will be filling in at the Reference Desk. Monica Carrol, Dee Anna Phares, and Jenny Symonds are the library school students and David Lonergan will return as extra help.
- The Search Committee for the 2 approved Reference Librarian positions is waiting on official approval to post the jobs and progress the search. One position was re-written more broadly so that when re-hiring more disciplines can be considered to fill the role. The position will be titled Social Sciences and Humanities Librarian.
- The Personnel Committee has revised their portion of the interview process and applicants will be required to give 2 presentations. One on their research goals and the other on their commitment to service. The Search and Personnel Committees want applicants to answer what it means to be an academic librarian.

### **Hao Phan**

- Rare Books and Special Collections Update:
  - The new website is up and running.
- Music Updates:
  - The new Senior Library Specialist, Catherine Swope, starts work on Monday March 18<sup>th</sup>.
  - The search committee for the Music Librarian has finished writing the job description and has sent it to HR for approval. They also participated in bias training and are ready to proceed once given the word.
- Government Publications
  - Mark Hamilton completed his 8 week coordinator training.
- SEA Updates:
  - A large donation is coming in from a Vietnamese author which will be added to the collection.
  - Hao has been speaking in the Health Sciences Department about SEA culture to help prepare students for working with the population.
  - The Center for Southeast Asian Studies will be hosting to 2 student groups from abroad in April. They are looking for host families for the students and chaperones. If you're interested, please contact Hao.

### **Jana Brubaker**

- The deadline for materials spending is March 18<sup>th</sup>.
- The Collection Development Committee is looking at the approval plan, getting usage statistics for e-journals, and considering titles that might be a better fit for Get It Now based on their cost per article and use.

### **Fred Barnhart**

- The Provost search has come to an end. The open forum sessions were recorded and should be available online. If you have trouble finding them, let Fred know and he'll get a link to them.
- The Friends of the Library Board Group met March 12<sup>th</sup> and they approved author Ingrid Rojas coming for a visit. They will be in town to give a talk at NIU and the DeKalb Public Library.
- The Founders Keepers Newsletter is being repurposed so that it can also be sent out to faculty to shares news from around the library and promote programs. So far it has been well received.
- This summer the library and campus community will host a writers' conference that brings together Sci-Fi writers and scientists to discuss the innovations in writing that are inspired by real world science.

### **LAC meeting**

The next meeting is scheduled for April 19<sup>th</sup>.

### **Link to OSC minutes**

<https://www.niu.edu/operating-staff-council/pdf/meetings/minutes/2019/osc-minutes-january-2019.pdf>

Meeting was adjourned at approximately 1:46pm.

Our next regular meeting is scheduled for April 17, 2019 at 1:30pm in Room 411.

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Respectfully Submitted,  
Michele Hunt, President