

7-25-2019

## LOSAC Minutes 2019-07-25

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** July 25, 2019

**Time:** 1:30pm

**Founders Memorial Library, Room 411**

**Present:** Michele Hunt (Chair), Steffen Scharmacher (Vice-Chair), Tristan Draper (Secretary), Anthony Velazquez (LAC Representative), Joanna Kulma (Historian), Renee Kerwin (Former Vice-Chair), Ron Barshinger (Alternate), Mark Hamilton (Alternate)

### **I. Old Business:**

#### **Approval of Agenda**

The agenda for July 25, 2019 was approved.

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

##### **June**

Ken Kamm retired – kkamm@niu.edu

Cindy Ditzler retired – cditzler@niu.edu

Karen Hovde retired – khovde@niu.edu

Jana Brubaker retired – jbrubaker@niu.edu

##### **July**

Crystal Hill joined the library – csturgeon1@niu.edu

Katja Marjetic moved on – kmarjetic@niu.edu

#### **Transition from old to new members**

The new members and alternates were welcomed to LOSAC. Michele outlined the terms for each position and explained confidentiality. Renee, the previous Vice Chair, was thanked for her service. Alternates and the outgoing member left the meeting after old business was discussed. The new members were briefed on the LOSAC Log, its contents, and where to find it as well as the purpose, procedures, and officer position responsibilities.

#### **LOSAC Log**

The LOSAC Agenda template was added to the LOSAC log.

#### **LOSAC Suggestion Box**

No submissions received.

### **II. New Business:**

#### **▪ Officer Updates**

- **Chair** – Michele Hunt
- **Vice-Chair** – Steffen Sharmacher
- **Secretary** – Tristan Draper

- **Historian** – Joanna Kulma
  - **LAC Representative** – Anthony Velazquez
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- **Meeting Schedule:** It was decided to continue with the third Wednesday of each month at 1:30pm. Our tentative dates for the 2019-20 year are as follows: August 21<sup>st</sup>, September 18<sup>th</sup>, October 16<sup>th</sup>, November 20<sup>th</sup>, December 18<sup>th</sup>, January 15<sup>th</sup>, February 19<sup>th</sup>, March 18<sup>th</sup>, April 15<sup>th</sup>, May 20<sup>th</sup>, June 17<sup>th</sup>.
  - **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.

### **Department Heads Meeting Notes**

The meeting was not scheduled this month.

### **LAC meeting**

The meeting was not scheduled this month.

### **LOSAC Annual Meeting**

Michele Hunt will write the Annual Report and send it to the Dean for approval. The tentative date for the meeting is August 28<sup>th</sup> at 9:00am.

### **Link to OSC minutes**

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

Meeting was adjourned at approximately 1:53pm.

Our next regular meeting is scheduled for August 21<sup>st</sup> at 1:30pm in Room 411.

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Respectfully Submitted,  
Tristan Draper, Secretary