

9-18-2019

## LOSAC Minutes 2019-09-18

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** September 18, 2019

**Time:** 1:30pm

**Founders Memorial Library, Room 411**

**Present:** Michele Hunt (Chair), Steffen Scharmacher (Vice-Chair), Tristan Draper (Secretary), Joanna Kulma (Historian)

### I. Old Business:

#### **Approval of Agenda**

The agenda for September 18, 2019 was approved.

#### **Archival Review**

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

1. Agenda: August 21, 2019
2. Minutes: August 21, 2019

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

None to report.

#### **LOSAC Suggestion Box**

LOSAC received a suggestion that they should host an office clean out day in early June which could include an office supply and tchotchke swap. A survey will go out via email to gauge interest in a supply swap.

### II. New Business:

#### **Exclusion of Operating Staff from Faculty Interviews**

It was recently brought to LOSAC's attention that the time for operating staff to ask questions during the most recent faculty interviews was cut. LOSAC has noted the concern and will bring it to the Dean's attention.

#### **HR Procedures for Hiring and Interviews**

- HR has implemented a 3-day policy for responding to interview requests.
- Some positions no longer require testing before the application process. Instead, people apply for the position and their application material is assessed.

#### **Department Heads Meeting Notes – September 15, 2019**

**Present:** Fred Barnhart, Michele Hunt, Jim Millhorn, TJ Lusher, Hao Phan, Jaime Schumacher, Joe Thomas, Leanne Vandecreek

**Absent:** Sarah McHone-Chase, Wendell Johnson

#### **Fred Barnhart**

- The Provost has asked that Administration put together a report of what a healthy budget would look like for the Libraries. This is not a promise of receiving funds, but an informational exercise.
- The Provost has allowed hiring to go through. The office won't be weighing in on every hire.
  - A point of clarification: Administration is working from a list of vacant positions and deciding what needs to be filled based on several factors, including whether there is anyone currently fulfilling the specific duties a position requires. Administration is also considering if and how any vacant entry-level Civil Service positions can be rewritten to bump the classification and pay.
  - HR sets the salaries for positions. Negotiating is an option, but there is no guarantee it will be approved.
  - Next in priority for hiring is the vacant Associate Dean position, which is planned to be a national search.
- The Strategic Plan for the Libraries is being finalized and will be sent out to staff to review and offer feedback.

### **Michele Hunt**

- LOSAC had a quiet previous academic year, but is ready to assist if anything arises in the coming year. We will continue to meet only when there are topics to discuss.

### **Hao Phan**

- **Rare Books and Special Collections Updates:**
  - The department applied for a CLIR grant to digitize medical manuscripts, which has moved to the final round.
  - A new exhibit is up. It is called Stonewall and Beyond. It will be in the Libraries' newsletter.
- **Music Library Updates:**
  - On the first floor of Founders in the gallery space an exhibit highlighting the work of cellist, Raya Garbousova, an immigrant and faculty member of NIU.
  - September 25<sup>th</sup> at 5pm there will be a talk lead by Professor of Music History Dr. Elinor Olin and a performance from Professor of Cello and member of the Avalon String Quartet Cheng-Hou Lee to celebrate Madame Garbousova's 110<sup>th</sup> birthday.
- **Southeast Asia Collection Updates:**
  - Hao has been busy with giving tours of the SEA Collection to visiting Chinese students, events at the SEA center, applying for a new grant, and helping with the hire for a web developer.
  - Upcoming projects include digitizing manuscripts and working on a documentary.

- The Department of Anthropology is hiring a tenure track position for an SEA teaching position.

### **Jaime Schumacher**

- Working with Registration and Records to digitize our own course catalogs. Archives has some very fragile catalogs that need preservation as well. These contain valuable history for research into campus life and curriculum history.
- Working on oral histories related to NIU's anniversary.
- The diglab continues conversations on how to best store and preserve dissertations and theses submitted in alternative formats beyond PDF.
- A scholarly communication survey will be going out soon to faculty to measure awareness of open access and compliance surrounding it.
- They are also supporting Hoa and the Luce Foundation Grant.

### **Leanne VandeCreek**

- Hiring is the at the forefront.
  - Ron and Sarah completed interviews for the Circulation Manager position. An offer has been sent out and they are awaiting a reply.
  - Currently hiring 2 positions in Technical Services.
  - The Libraries recently had two face to face candidate interviews for the Education Librarian position. A decision will be reached ASAP.
- The duplicate copy and weeding project is ongoing. Librarians are in various stages of the process and have been productive.

### **TJ Lusher**

- Busy future planning with ALMA at the forefront. Configuration data about our collections is due to CARLI on September 18<sup>th</sup>. This information will be connected with the information harvested from Voyager to make up the contents of our sandbox coming in October.
  - Once the sandbox is here and has been tested, we can make changes if we notice anything.
  - Staff and faculty are being certified in ALMA protocols in preparation administrative duties.
  - ALMA is planned to go live in June 2020.
- 71N and its management body, Division of Research and Innovation Partnerships, have been invited to meetings with NIU architects and Administration to discuss the planned changes to the open space adjacent to the Discover Lab.
  - There are 2 floor plans in consideration that utilize moveable panels to create a flexible space.

- Changes to the first floor: We can't afford the updates alone or make available the space requested by the Writing and Tutoring Centers. A compromise was reached to extend the space the Writing Center currently has. The Tutoring Center is moving to 393 since the computer lab is no longer there.
  - Collaboration and data visualization tables have been requested to be placed in the library. They will be located along the east wall with large monitors for display. Students will be able to schedule time (individual or class use) with the data visualization tables. Cables will be available for check out as well.
- The Signage Committee: Counting starts up again the week of September 9<sup>th</sup>.
  - Signs will be counted as well in preparation for an overhaul on the signs and placards within the library. Joe created a grid map to make counting the signs easier.
  - The Libraries is aiming to have a standard template for all signs to be consistent and cohesive.
- The policy on renting one of sixty-six carrels we own has been rewritten and now a renewal and check-out policy is in place.
- Social Media for the Libraries: Crystal Hill will be coordinating all social media. Send any information you wish posted to her. We will be using Instagram, Facebook, Twitter and looking into innovative uses for YouTube.
- Congratulations to all the departments within the Libraries on hiring 50% work study students. The end goal is for an 80% work study hire rate.

### **Joseph Thomas**

- His department has put forth a request to fill the vacant IT Technical Associate position.
- Systems is about 92% complete with updating faculty and operating staff to Windows 10. Next are the public and then classroom computers.
- We will be moving from using Skype Business to Teams, which should already be installed. Skype support will be ending this year. Teams is a collaborative platform. It has the functionality of both Skype and SharePoint.
- Microsoft bought LinkedIn and Lynda. They will be rebranding Lynda to LinkedIn Learning. Look out for emails about that and the Teams transition.
- Tony is back.

### **Jim Millhorn**

- Technical Services is focused on the ALMA transition and looking forward to the sandbox release in October.
- Acquisitions is busy with beginning of the year book orders.
- The hiring process for two positions is also a focus for the department.

### **LAC meeting**

No notes to link.

**Link to OSC minutes**

No notes to link.

Meeting was adjourned at approximately 1:53pm.

Our next regular meeting is scheduled for October 16, 2019 at 1:30pm in Room 411.

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Respectfully Submitted,  
Tristan Draper, Secretary