

10-16-2019

## **LOSAC Minutes 2019-10-16**

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC committee

**Date:** October 16<sup>th</sup>, 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)

### I. Old Business:

#### **Approval of Agenda**

The agenda for October 16<sup>th</sup>, 2019 was approved.

#### **Archival Review**

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

1. Agenda: September 18<sup>th</sup>, 2019
2. Minutes: September 18<sup>th</sup>, 2019

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

None to report.

#### **LOSAC Suggestion Box**

No submissions received.

#### **Results for the Office Supplies/Tchotchke Swap Survey**

LOSAC received eight responses to the survey that was sent out with last month's minutes. The responses were split evenly between those who wanted to have an office supply/tchotchke swap and those who did not. The survey will remain open so that more people can respond. Follow the link for the survey here:

<https://www.surveymonkey.com/r/FCBHS26>.

### II. New Business:

#### **Operating Staff Fall Meeting with the Dean**

The meeting is scheduled for October 30<sup>th</sup> at 10am in the Staff Lounge. If you have any questions or topics that you want the Dean to address, please contact one of your representatives and we will be happy to raise the issue for you. The LOSAC Suggestion Box in Blackboard is also available for submission of comments.

#### **Department Heads Meeting Notes – October 1<sup>st</sup>, 2019**

**Present:** Fred Barnhart, Michele Hunt, Wendell Johnson, Sarah McHone-Chase, Jim Millhorn, Hao Phan, Jaime Schumacher, Joe Thomas, Leanne Vandecreek

**Absent:** TJ Lusher

### **Fred Barnhart**

- The minimum wage is increasing in the State of Illinois. It's going from \$9.25 to \$20.25 in a gradual increase. The first \$1 raise will come in January 2020, another \$1 in July, and then \$1 every July until it reaches the final amount. This primarily affects students and some Operating Staff.
- Federal work study is not fully being utilized around campus. The Libraries' students are the lowest paid on campus. Sarah offered to write up a little blurb about the benefits of working at the library for students to be posted on our website.
- Fred and Leanne met with the Math Department faculty to discuss the wet books that had to be withdrawn. They were the only department upset with the loss of materials.
- Administration is ready to start communicating with academic departments around campus about the JSTOR project and recycling bound volumes that we have access to in JSTOR to facilitate creating more space on the first floor and in the basement.
- The Center for Burma Studies received a grant for improved storage of their art pieces which will reside in our basement. They'll have a contractor out to install new compact shelving and improve the storage area which is a benefit for us and art we store down there.

### **Michele Hunt**

- LOSAC is sending out a survey to gauge interest in having an office supply and tchotchke swap. The Fall Operating Staff with the Dean is coming up.

### **Joseph Thomas**

- The Lynda to LinkedIn Learning conversion is complete. If you had a Lynda account, you should have received an email about swapping over.
- Currently planning out the deployment of Windows 10 to public computers.

### **Leanne VandeCreek**

- The Education Librarian position has been relisted and interviews will hopefully be scheduled before the holidays.
- There were 65 attendees to the Music Library's program about Raya Garbousova.
- Currently 800 textbooks are on reserve and many new professors are participating this semester.

### **Jaime Schumacher**

- Digital Collections and Scholarship is working on collecting publications from diverse faculty.
- Still waiting to hear if the Digital Humanities Certificate Program has been approved.

### **Wendell Johnson**

- So far 1 application has been submitted for the Education Librarian position.

### **Hao Phan**

- Still working on hiring the Web Developer. The grant paperwork is done, but waiting on HR.
- 100 books were donated from an Anthropology Professor. Books we didn't keep in our collection will be shipped to the Philippines.
- **Government Publications Updates:**
  - They are currently working on a Federal survey to report the condition of the collection.

### **Sarah McHone-Chase**

- The vacant Circulation Manager position was filled by a current IDS Staff member. That now vacant position will be filled.

### **Jim Millhorn**

- Acquisitions and Cataloging are busy buying and processing new books.
- 2 positions were open within the department and have been filled. There are plans to rehire the now vacant positions as well.
- We currently have access to a trial for ProQuest Academic which costs \$18,000 if we chose to purchase access to it.

### **Link to OSC minutes**

[https://www.niu.edu/operating-staff-council/\\_pdf/meetings/minutes/2019/osc-minutes-september-2019.pdf](https://www.niu.edu/operating-staff-council/_pdf/meetings/minutes/2019/osc-minutes-september-2019.pdf)

Meeting was adjourned at approximately 1:40pm.

Our next regular meeting is scheduled for November 20th at 1:30pm in Room 411.

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Respectfully Submitted,  
Tristan Draper, Secretary