

11-20-2019

LOSAC Minutes 2019-11-20

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Date: November 20th, 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 November 20th, 2019 was approved.

Archival Review

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

1. Agenda: October 16th, 2019
2. Minutes: October 16th, 2019

E-mail Updates

None to report.

LOSAC Suggestion Box

No submissions received.

Final Survey Results Office Supply/Tchotchke Swap

LOSAC had 13 responses to the office supply/tchotchke swap survey. The majority of respondents wanted to participate in the event. LOSAC will plan for the swap to take place at the end of January. Plans will be made for any supplies or tchotchkes that are not claimed during the swap.

II. New Business:

Information on FMLA and Extended Sick Leave

LOSAC was approached with some questions regarding FMLA and extended sick leave time. Michele contacted HR and they provided the following information:

“Regarding FMLA, our three leaves specialists divide work by employee last name. Below is the breakdown:

Stephanie Kruienza (A-F)

Bridgett Davis (G-M)

Vickie Hueramo (N-Z)

FMLA Link: https://www.niu.edu/hrs/benefits/leaves_timeoff/fmla.shtml

Regarding extended illness benefits, it is now referred to as Nonaccumulative Sick and below is a link with more information:

https://www.hr.niu.edu/hrs/benefits/leaves_timeoff/sick_vacation.shtml

You can contact Payroll directly if you have additional questions on the benefit.”

LSOAC will tell the Dean about the unclear FMLA and extended sick leave policies so that he can contact HR.

Department Heads Meeting Notes – November 5th, 2019

Present: Fred Barnhart, Michele Hunt, Wendell Johnson, TJ Lusher, Sarah McHone-Chase, Jim Millhorn, Jaime Schumacher, Joe Thomas, Leanne VandeCreeke

Absent: Hao Phan

Fred Barnhart

- Several staff members in the library have gone through the training to be able to sign community members up to vote. If there is enough interest, he'll make the training a library-wide event to get more people trained. He'll be gauging interest. Please let a LOSAC member know if you are interested in being trained during a library-wide event.
- During the Library Advisory Committee (LAC), they'll discuss the learning commons model, talk about the bound volumes, and overlap with JSTOR.

Leanne VandeCreek

- The Education Librarian search continues. The 2 open Technical Services positions will be filled.

Joseph Thomas

- The collaboration tables are assembled and in use near the Scholars' Den.
- Room 227's conversion is almost complete. It is going from a study room to a home for the data visualization stations. The room will have controlled access to anyone in the community. Systems will be working to expand the Smart Classroom reservation form for use with the room. There are many details to be ironed out, so use of the 227 won't begin until Spring 2020.
- The Alma sandbox is available to the committee for data review. On the 11th basic changes can be made. Basic discussions about training have begun.

Michele Hunt

- This month LOSAC will begin planning the office supply swap after the survey showed a majority of respondents having an interest in participating.

Jaime Schumacher

- Continuing work with the repository and surveys.

Wendell Johnson

- There are 3 candidates for the Education Librarian position. The committee is waiting on HR to approve the interview process.

Jim Millhorn

- The trial of ProQuest Academic One has concluded with little feedback. The library should consider adding it to our roster of databases.
- 4 departments have responded to the request for their wish list titles.

Sarah McHone-Chase

- Busy with Carli committee activities.

TJ Lusher

- 71N architectural planning is complete. There will be a presentation on the designed.
- Systems has opened a civil service IT Technical Specialist position.
- Working with the Alma transition team to decide on training for the library. They are considering Webinars, either live or recorded.

LAC meeting – November 15th, 2019

- The bound journals and a project for their withdrawal was discussed. Titles who have an overlap in stable databases we subscribe to could be withdrawn to create more space on the first floor.
- **71N Update**
 - The rent that Discover has been paying to RIPS will go toward renovating the open space left over between Discover and the Staff Lounge. Karen Bradbury will give a presentation in the Spring on the new space and design.
- An open access survey went out and received 130 faculty responses. It will stay open through midweek of finals.
- **Research and Artistry Series**
 - Be on the lookout for a new set of programming launching in December. It will be monthly events ranging from mini-lectures to brown bag lunches.
 - The first event will be hosted by the Music Department—Tuba Christmas. There will be music, cookies, and hot cocoa.
- The Libraries' has a Current Reading collection and is gathering staff and faculty suggestions (Staff Suggestions and Professor Picks). If you've read something from the collection and want to submit a review, contact Crystal Hill (csturgeson1@niu.edu).
- The collaboration stations on the main floor, near the Scholars' Den, are assembled and ready to use. They consist of large monitors, hardware to connect laptops, and large desks for group work.
- Engineering came up with the setup, assembled their own, and we copied it for the first floor.

- Data Visualization tables are also in the works.
- An open question and discussion of VHS use within departments. Some departments use them to showcase older methods or only uses a few of the same title each year.
- The December 20th meeting has been cancelled.

Meeting was adjourned at approximately 1:48pm.

Our next regular meeting is scheduled for December 18th, 2019 at 1:30pm in Room 411.

Respectfully Submitted,
Tristan Draper, Secretary