

3-1-2020

## LOSAC Minutes 2020-03

Library Operating Staff Advisory Committee

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## Minutes of the regular meeting of the LOSAC Committee

**Date:** March 18, 2020 **(Cancelled)**

**Time:** N/A

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

#### **Approval of Agenda**

No agenda to approve.

#### **Archival Review**

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

1. Agenda: February 19<sup>th</sup>, 2020
2. Minutes: February 19<sup>th</sup>, 2020

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

None

#### **LOSAC Suggestion Box**

No submissions received.

### **Department Heads Meeting Notes – 3/16/20**

**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**

- Administration is drawing up a plan to present to the Provosts' office about how we can serve the NIU community, protect our staff, and support student workers.
  - Technical Services, Systems, and Circulation have prepared more laptops for checkout. Only NIU students and Faculty can come to pick them up.
  - Special software access is being explored for disciplines that need it.
  - Jaimie is creating a shared document for Staff to add work that students can perform in other departments and remotely so that they can continue working.
  - Fred will be checking if student workers are eligible for the emergency unemployment funds or any other financial assistance.
  - Leanne is putting together an intranet space we can access for important internal updates. If your department wants its own section, please contact her.
  - Get-It-Now now has over 100,000+ titles turned on and is ready to be accessed.

- If you have any ideas on how to create a sense of community within the library or the wider student population, please share with Administration (i.e.: virtual get togethers or discussions).
- Ask a Librarian will be staffed according to the regular Reference Desk hours and will be managed remotely.
- Department Heads should respond to Fred's email asking about essential personnel as soon as possible.
- The Law Library is closed.
- RAILS has suspended its delivery services, which means no physical ILL.
- There is a possibility Founders could close, but keep a skeleton crew working to support the University. Fred will keep us updated.
- If you feel uncomfortable coming to work and you are able to work from home, Administration supports that decision to work remotely. Please work with your supervisor. It's a good time to work on Alma training, personal development, or other projects that can be completed remotely.

### **LAC meeting**

No minutes to share.

### **Link to OSC minutes**

No minutes to share.

Our next regular meeting is scheduled for April 15<sup>th</sup>, 2020 at 1:30pm in Room 411.

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Respectfully Submitted,  
Tristan Draper  
LOSAC Secretary