10-20-2022

LOSAC Minutes 2022-10-20

Library Operating Staff Advisory Committee

Follow this and additional works at: https://huskiecommons.lib.niu.edu/ua-library

Recommended Citation
https://huskiecommons.lib.niu.edu/ua-library/281

This Minutes is brought to you for free and open access by the Teaching & Learning Archives at Huskie Commons. It has been accepted for inclusion in University Libraries Archive by an authorized administrator of Huskie Commons. For more information, please contact jschumacher@niu.edu.
Library Operating Staff Advisory Committee (LOSAC)
Meeting Minutes
Thursday, October 20, 2022
1:30pm
Teams

Present: Joanna Kulma (Chair), Tina Maxwell (Vice-Chair), Jacklyn Egolf (Secretary), Sara Richter (LAC Representative),
Excused: Patrick Sanchez (Historian)

I. Old Business
   A. Approval of Agenda 10/20/22
      The agenda for 10/20/2022 was approved.
   B. Archival Review
      The archival review was approved for the 08/25/22 Agenda and Minutes. (there was no September LOSAC meeting, due to the LOSAC meeting with the Dean.)
   C. E-mail Updates
      New operating staff to be added to the LOSAC mailing list:
      Peter Chlebanowski Stacks Maintenance
      Xitlaly Serrato Senior Library Specialist in the Music Library will start Oct 24.
      [zit-LA-ly, goes by “Laly”]
      Brock McCord Library Specialist in Serials will start Nov 1.
      No one has quit (so they need to be removed from the mailing list).
   D. LOSAC Log
      No changes to the Log.
   E. LOSAC Blackboard Suggestion Box
      Nothing in the suggestion box.
   F. Library Dean’s meeting with Library Operations Staff
      Dean Barnhart was pleased with the LOSAC meeting (this was the library dean meeting with the library operating staff, not just the LOSAC officers). He would like to have another meeting next semester. Gwen Gregory (Associate Dean for Collection Management) and Leanne VandeCreek (Associate Dean for Public Services) might be invited as well. This will most likely be in late February or late March.
   G. Other Safety-related business
      1. Joanna has emailed Leanne, following up on a suggestion made at the last LOSAC meeting, about posting QR codes to the online campus emergency guides and putting the locations
of fire extinguishers and first aid kits on the new updated maps. Joanna has not heard back.

2. Is fire extinguisher training something we think the library should do? Consensus was that it would be good to at least see how much interest there is in library staff receiving that training. The training is through the department of Environmental Health and Safety. They do it outside. November is probably going to be too cold, so most likely they will not have any more sessions until next spring. Joanna will ask Fred about possibly doing this next Spring.

3. ALICE training is conducted by the NIU police dept / public safety. Joanna will ask Fred about this as well (he mentioned it in the LOSAC meeting). It’s been a while (it was last held pre-COVID) since the library staff has had this training. People have moved to different areas of the library, and we have new employees.

H. Other

No other old business

II. New Business

A. Department heads meeting:

    Joanna verbally shared her minutes from that meeting. Her report is included at the end of these minutes.

    Dean Barnhart had told Joanna that [library work station] ergonomics would be on the department heads meeting agenda, but it was not included. Joanna will ask Leanne (Assist. Dean for Public Services) to put that on the agenda for the next meeting.

B. LAC [Libraries Advisory Committee]

    Sara verbally shared her minutes from that meeting. Her report is included at the end of these minutes.

    Sara also reported that students really like the new furniture, that students will ask if someone is using one of the new chairs if there is a backpack or other belongings on it.

C. Other

    No other new business

Meeting was adjourned at approximately 1:50 pm

Respectfully Submitted,

Jacklyn Egolf, Secretary
Department Heads Meeting 10/11/2022

Present: Cliff Benson, Gwen Gregory, Kimberly Schotick, Brad Wiles, Matt Short, Sarah Holmes, Fred Barnhart, Joe Thomas, [Library IT] Hao Phan, Joanna Kulma [LOSAC representative], Nestor Osorio

I. Department Updates

Brad Wiles [Regional History Center and Special Collections] Horatio Alger Society scholar will be working on her research for the next few weeks. She will be giving a presentation sometime soon. Beth is working on a History of the Book Seminar. On October 27th there will be a food tasting/culinary history event. There is a banned books display on the 4th floor. They are helping with a Class of 1972 project. There is also a Sigma Gamma Rho project coming in November with a display and oral histories.

Cliff Benson [Library Facility Operations] The stacks in the basement are available, but there is still not lightning, and you have to use a flashlight.

Matt Short [Technical Services and Digital Collections] Brock McCord accepted the position in serials. Most of the hiring is completed. There are 8 students total downstairs

Sarah Holmes [Music Library] A new staff member has been hired. They will be starting October 24th. Carpet in the Music Library is done.

Kimberly Schotick [Student Success] November 30 – December 1st there will be late night study sessions in the tutoring area. Details are still being put in place.

Hao Phan [Southeast Asia Collection] A new student was hired to work on Thai materials. Joanna is working on a new exhibit which should be up in the next couple of weeks. We have been working on processing donated materials and finished processing a collection of Cambodian posters. Hao has taught 2 information sessions at the library and gave a lecture on Vietnamese literature.

II. Strategic Planning

Fred inquired about how strategic planning was coming along. What goals we have, what goals have been met, etc.

Brad [Regional History Center and Special Collections] Looking for options of how to strengthen the department and make it more visible

Fred [Library Dean] Assessment committee needs to reconvene and figure out plans for the fall. We are looking to have a focus group with students who use laptops.

Fred would like every department to review their strategic plan and put into writing the strategic planning items that have been completed or are being worked on and which need to be removed.

Matt [Technical Services and Digital Collections] Tech services and digital collections has items in progress and some that are finished like digitizing theses and dissertations and e-resource maintenance.
III. Library Mission Statement

There were several options for the new library mission statement. Ultimately, after some workshopping, the following statement was picked:

“We provide dynamic spaces, services, collections, and technologies that support the diverse university community in pursuing scholarly, artistic, and career success.”

Library Advisory Committee September 23, 2022

Rebecca Hunt [Associate Professor, Education Technology and Assessment] volunteered to chair LAC

Library Dean Fred Barnhart opened the meeting and reported that we have about 400 laptops loaned out for the semester. There are other departments on campus that are interested in their students having laptops, but they don’t want to be responsible for checking the laptops out and in. Also, Dean Barhhart introduced the Science on a Sphere display [https://sos.noaa.gov/].

Library Associate Dean VandeCreek reported about the learning commons, about the new furniture, research desk, and welcome desk. She also spoke about the location of the Writing Center. The next step is who is missing and what other group can have offices in the library to make the life easier for students.

Library Associate Dean Gwen Gregory reported that library had AVON now: Academic Video Online. The library will be tracking how much it gets used. Special Collections is planning several events this year. The library has been processing SEA [Southeast Asia materials] by utilizing native speaking students.

It was announced that the gate count or people coming into the library is higher than in the fall of 2019.