LOSAC Minutes 2023-01-19

Library Operating Staff Advisory Committee

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Library Operating Staff Advisory Committee (LOSAC)
Meeting Minutes
Thursday, January 19, 2023
1:30pm
Teams

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

Excused: n/a

I. **Old Business:**

**Approval of Agenda**
The agenda for January 19, 2023 was approved.

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

1. Agenda: November 17, 2022
2. Minutes: November 17, 2022
   
   Note, there was no December 2022 meeting.

**E-mail Updates**
No new names to add, need to remove Katherine Gray.

**LOSAC Suggestion Box**
No submissions received.

**Library’s online directory**
There was a discussion of the requested changes to the online library directory. Everyone who is not faculty now has either a job title or their civil service rank listed, rather than just “Staff.” It was agreed that if someone objected to their new listing, they can ask their supervisor to get it changed, or ask Stef Scharmacher in Technology Support Services to change it.

The discussion included that fact than some listings in the library’s directory use the employee’s A-number as their email address, rather than their alias. Someone mentioned that “anyone in the directory of the university can get A numbers” so having the A-number in the library directory doesn’t violate privacy.

(A-numbers are available from the employee’s name hyperlink in the campus directory, not the library directory)
II. New Business:

Department Heads Meeting Notes – [date]

- **Survey:**
  Last fall the library administration surveyed library employees, asking what employees wanted. The survey was discussed at the department heads meeting (see appendix) and one of the things from the survey is that people want to know what other departments do. Suggestions included doing presentations at library forums, making videos, having an open house, etc.

- **Socializing:**
  Fred [Barnhart, library dean] suggested having social time before the forums so people from different departments had an opportunity to talk with each other. Fred also suggested having a library-wide retreat, a volunteer event, etc.

- **Salaries:**
  Library administration is looking at how NIU compares to other state schools, “we are not where we should be” but that’s a long term project.

- **Newsletter:**
  There was talk of starting up the library newsletter once the administrative aide is hired.

See the appendix for details and other topics discussed at the meeting.

**LAC [Libraries Advisory Committee] meeting – November 18, 2022**

Sara reported that yes there was a meeting and “basically they sat around and said the libraries doing a good job like let’s keep it up.” She was unable to attend the meeting, but listened to the recording afterwards. It was a very short meeting.

**Link to OSC [Operating Staff Council ] minutes**

Minutes of January 2023 meeting not yet posted. Minutes of December 2022 meeting are here: https://www.niu.edu/operating-staff-council/_pdf/meetings/minutes/2022/osc-minutes-december-2022.pdf

**Workers comp for injury when walking in alley behind library**

There was a discussion of an old policy that, if you filed for workers comp, and you were walking in the alley behind Founders and not on the sidewalk, your claim would be denied. There is a problem with NIU vehicles parking on the sidewalks and making them impassible. Various people in the library were consulted, as well as Scott Mooberry in Environmental Safety, and there will be further followup. It may be an informal policy, it may have changed.

Meeting was adjourned at approximately 2:30 pm.
A time for the next regular meeting was not discussed.

Respectfully Submitted,
Jacklyn Egolf, Secretary
Appendix: Management Team meeting 01/10/23 at 10 am in Room 202

Present: Fred Barnhart, Leanne VandeCreek, Gwen Gregory, Jeff Donahue, Hao Phan, Jaime Schumacher, Kimberly Shotick, Matt Short, Cliff Benson, Bradley Wiles, Joe Thomas, Sarah Holmes, Nestor Osorio, Joanna Kulma

I. Survey results
   a. Ideas for things to do based on survey results

   Gwen – Have every department show what they do in whatever way they feel comfortable (presentation at forum, video, open house).

   Jaime – If departments want to record a video, it can be shown during the library forum

   Brad – Open house on the 4th floor. People could go from department to department, and each can present what they do. Refreshments will be served.

   Leanne – an open house could show how things are done.

   Brad – Special Collections and Archives would like to do a presentation during the library forum to discuss all the changes happening in the department.

   Jaime – Make open houses into a game to get people to participate.

   Kimberly – If someone is doing a presentation, there should be guidelines.

   Fred – Make some informal time before the forum to give people a chance to talk.

   Jeff – Do a speed dating style event where people from different departments can discuss what they do.

   Fred – NIU offers volunteer opportunities. We could close the library to do volunteer work as a team building exercise.

   Gwen/Fred – We could possibly do an all library retreat, maybe bowling at the student center. It was suggested to do this in August before the fall semester begins.

   Fred – We are looking at where we are in terms of salaries compared to other state institutions. This is a long-term project. We are not where we want to be.

   We are looking to restart the library newsletter. An administrative aide needs to be hired to oversee this.

   We can open department meetings to people outside of the department as a way to make people familiar with what other departments do.

II. Strategic planning spring/summer 2023

Fred – Marketing University resources, collecting/getting rid of materials, the assessment committee needs to start meeting again
Signage needs to be improved. The easiest way to do that would be to tear everything down, start over and standardize the signage.

There should be more focus groups with students and a survey of library faculty and staff to see what needs are being met.

An administrative aide needs to be hired to proceed with library promotions.

Brad suggested that we should work on a way to capture institutional knowledge for new employees.

III. Next meeting
The next meeting of the Library Management Team will take place on February 14th at 10 am in Room 202