

2-16-2023

## LOSAC Minutes 2023-02-16

Library Operating Staff Advisory Committee

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Library Operating Staff Advisory Committee (LOSAC)  
Meeting Minutes  
Thursday, February 16, 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:**

### **Approval of Agenda**

The agenda for February 16 was approved.

### **Archival Review**

The committee reviewed and approved the following LOSAC documents to be archived in Huskie Commons:

1. Agenda: January 19, 2023
2. Minutes: January 19, 2023

### **E-mail Updates**

Xitlaly Serrato is no longer working at NIU.

### **LOSAC Suggestion Box**

No submissions received, although a LOSAC member did receive an email asking what the suggestion box was for and where to find it.

Its purpose is to give suggestions, ask questions or bring issues to the attention of LOSAC. All submissions come to the chair. It can be filled it out anonymously.

It's in Blackboard, the direct link is [https://niu.az1.qualtrics.com/jfe/form/SV\\_8kn8YgKjZ663GYt](https://niu.az1.qualtrics.com/jfe/form/SV_8kn8YgKjZ663GYt)

Or go to Blackboard>>Organizations [in the black bar on the left]>>Libraries' Community Center [large white center screen ]>> Staff Information [in the black bar on the left, past Faculty and Staff Suggestion Box]>> 2nd item on the resulting page is "LOSAC Suggestion Submission Form"

### **Workers Comp and walking in the alley behind Founders:**

Joanna contacted Bridgett Davis, the NIU Workers' Compensation Coordinator. Ms. Davis said NIU does not handle its own workers comp claims; these go through a 3rd party which denies or approves based on a case by case basis. So there apparently is no library- or -university wide policy that if you are injured walking in alleys and not sidewalks, that your worker's comp will automatically be denied.

[Note: worker's comp information is at <https://www.niu.edu/hrs/services/workers-compensation.shtml>]

## **Update on library directories**

In a one-on-one meeting with Gwen Gregory [Associate Dean, Collections Management] Jacklyn mentioned to Gwen the multiple library staff directories and how they are not consistent. Jacklyn spoke of a list she and Michele Hunt (Acquisitions Librarian) are working on. It's a list of all the course codes for the current academic year, and which subject specialist should be contacted for courses with each code. Gwen took the list, and she and Leanne Vandecreek [Associate Dean, Public Services] completed it and sent it back to Jacklyn.

Jacklyn had suggested to Gwen that perhaps this list could be posted to the library's website, so that when a student has a research project for a specific class, they could look for the subject specialist by the course code. It was not confirmed that this list will actually be made public; Gwen did say that she thought there was a committee updating the list at <https://dashboard.lib.niu.edu/native/widgets/pdfs/subjectspecialists.php>

## **Other old business:**

No other old business.

## **II. New Business:**

### **Department Heads Meeting Notes – February 14, 2023**

Those notes, taken by Tina Maxwell, are at the end of this document. Tina verbally shared the notes of that meeting.

One item of interest was that the library has surplus funding at the end of the year, and the list of suggested ways to spend it.

One of those suggestions was to purchase upgraded furniture for library employees. Fred Barnhart [library dean] said that anyone wanting to request new furniture for their workspace needed first to complete the Ergonomic Assessment Review process.

[Note: the review is at <https://www.niu.edu/ehs/resources/ergonomic-assessment.shtml>. Once you have completed it, someone from Environmental Health and Safety will come to your workspace, see how you work, and possibly make suggestions for improvements.]

Also, the provost is providing funding for staff to get new computer equipment.

### **LAC meeting – February 17, 2023**

This is to be held the day after this LOSAC meeting, so no minutes at this time.

### **Moving the archiving of LOSAC agendas and minutes from the RHC to Huskie Commons:**

In the past the LOSAC historian has given the Regional History Center copies of all the LOSAC agendas, minutes, etc. Now these will be uploaded directly into Huskie Commons.

As some point the secretary will stop uploading them to Blackboard, and stop emailing them to the members. Instead, the secretary will only email to members the permalink to the minutes in Huskie Commons.

For example, the minutes of the November 2022 meeting are at <https://huskiecommons.lib.niu.edu/cgi/viewcontent.cgi?article=1110&context=ua-library>

The LOSAC constitution will need to be amended to reflect this procedural change. This change, and how the constitution is amended, was discussed. It will go to the membership for approval.

There was also discussion of the old LOSAC documents needing to be migrated from our current version of Blackboard to the new version. Joanna will talk to Steffen Scharmacher [IT Technical Associate] about what that will require.

### **Suggestion re: space usage in the library**

Jacklyn brought up the concern that other departments on campus may see empty space in the library and think it could be given to other departments. (This has been mentioned several times in conjunction with discussions of library space planning.) She said the top shelves are hard to reach, and that round kickstools are difficult and dangerous to use (other members agreed with her on this.)

She suggested that, as stacks areas are being weeded and shifted, that those top shelves be left empty. This would ultimately require more ranges of shelves, and fill up some of the empty library floorspace. Not having books on those highest shelves could be considered an ADA thing, in making the library more accessible to shorter people.

Sara and Tina explained that currently the aisles between the stacks are not far enough apart for a wheelchair, and that the current ADA compliance procedure for people having trouble getting books from the shelves (topmost or bottommost) is that they request the NIU materials through ILL, and they can pick up those materials at circulation the next day.

### **Filtered / hot water dispenser in the staff lounge**

This is currently disconnected. Jacklyn asked if it was being repaired? Replaced? Gotten rid of? Joanna said she would check with Cliff Benson [Facility Operations Coordinator].

[Note: Cliff replied to Joanna's inquiry, saying that it's leaking, has been reported, and we are waiting for it to be taken care of.]

### **Spring meeting with library dean**

The dean has asked that LOSAC schedule a meeting with him once each semester rather than once a year. Joanna will contact him and find out when he's like that meeting to be.

### **LOSAC elections for next term**

The president will be out on maternity leave during elections, we will discuss how to run the elections in the March or April meeting.

Meeting was adjourned at approximately 2:10pm

The time and date of the next regular meeting was not discussed; it is usually the third Thursday of the month, at 1:30pm, via Microsoft Teams.

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Respectfully Submitted,  
Jacklyn Egolf, Secretary

MONTHLY LIBRARY MANAGEMENT TEAM MEETING  
TUESDAY, February 14, 2023  
10:00 AM – 11:00 AM (FO\_202)

**I. End of Year Spending (Fred Barnhart)**

We have a surplus of money from not having hired positions so Fred asked for suggestions for spending the money.

- Update Founders Gallery
- More electronic monographs/Journals (bound removal)
- Systems/Databases Licensing add-on or renewal
- Update staff lounge new tables, chairs, and Audio system.
- Staff workspaces new chair, desk, monitor (Only after an Ergonomic Assessment has been completed) First come first serve basis and most needed.
- Swipe lock for Staff lounge
- Video mounted camera for room 297

**II. Library Signage discussion (Fred Barnhart, everyone)**

- All hanging signage has been removed.
- Necessary signage include - Room number, Braille, Service points, Maps by elevators, directory, and collections.

**III. Furniture Review for possible removal/disposal via Celeste Latham (Leanne VandeCreek & Fred Barnhart)**

Central Receiving is full so there is a possible plan to get dumpsters to remove broken and unwanted furniture from the library in all departments. All departments need to list furniture and inventory numbers if applicable for everything they want removed as soon as possible. There is no set date for remove but admin wants the lists complete so if we get a two notice we are prepared.

**IV. Onboarding of new Administrative Aide within Departments**

Maureen Stevens will start March 6th Fred would like Maureen to work in each department for a couple hours to get to know staff and be familiar with what staff do.

**V. Other Business**

- Provost provided funding for staff workstations to be updated.
- Cliff said all light switches in the basement are complete still waiting on 300 bulbs. Please make sure light switch is turned off after you are done.
- Provost providing money for more furniture for the Learning Commons Area on first floor, Phase 2.
- Brad will be the first to do a presentation of what Regional Archives Department during the Library forum, kudos for Brad going first!
- 1st floor stacks (east and west) removal by Learning Commons Area