LOSAC Minutes 2023-03-16

Library Operating Staff Advisory Committee

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Library Operating Staff Advisory Committee (LOSAC)
Meeting Minutes
Thursday, March 16, 2023
1:30pm
Teams

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

I. Old Business:

Approval of Agenda

The agenda for March 16 was approved.

Archival Review

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

1. Agenda: February 16, 20023
2. Minutes: February 16, 20023

E-mail Updates

New employees:
• Maureen Stevens, Administration & Outreach Support Specialist
• Stephanie Henricks, Access & Discovery Coordinator

LOSAC Suggestion Box

No submissions received.

LOSAC Log

• Discussion of changes to Constitution: there is a 2-word change to accommodate the procedural change of sending the agendas and minutes to Huskie Commons, not Archives. Joanna will send the new constitution to staff for their approval, then to Dean Barnhart for his approval.
• Once the new constitution is approved, it also will go to Huskie Commons.

II. New Business:

LAC meeting – February 17

Minutes of this meeting are at the end of these minutes.
Sarah verbally shared some highlights:
• Dean Barnhart shared that the library has extra money, much of it was going to the Learning Commons; Kimberly Shotick has become the coordinator of the Learning Commons. The Math Assistance Center has become part of the Learning Commons.
• Extra funding is also going to the Disability Resource Center, as the equipment there is extremely out of date.
• Gwen Gregory (Assistant Dean) mentioned that our Southeast Asia and Dime Novel collections are getting publicity outside of NIU.
• Bradley Wiles of Regional History and Archives made a presentation about what his department does.
• There was a discussion of artificial intelligence and how the library can assist in stopping or slowing down its use by students.

Meeting with Dean and library leadership team

This is officially on the calendar for April 6, 2023. Joanna will remind people, when she sends out the announcement of this meeting, that if they have anything they’d like the Dean to discuss, to let her know.

Blackboard migration and LOSAC materials on Blackboard

LOSAC materials are not migrating to the new version of Blackboard. Joanna spoke with Steff Scharmacher in the library’s systems office, and we have 2 options:
1) We could migrate all the materials to a dedicated folder on the campus V drive, but then every time the library gained a new employee we’d have to ask ITS to give them permission to access the drive.
2) Or we could create a LOSAC space on SharePoint.

Joanna thought the SharePoint option was better, and no one disagreed. A suggestion was made that we consider moving the materials to Teams rather than SharePoint. Someone mentioned that SharePoint is more secure, and it was agreed to use SharePoint. It was agreed that the sooner we start this project the better, although Joanna thought we had until the end of the calendar year before the materials on Blackboard were no longer accessible.

Also, when you make an anonymous suggestion in the LOSAC suggestion box, the website takes you to a page listing the old officers, meeting time, etc. So as part of the migration that information needs to be updated.

Spring LOSAC elections

LOSAC will be having an election for two committee members. Joanna will contact Steff Scharmacher to get Tina access to the online voting forms (the election takes place through a Qualtrics survey). Joanna will be available to assist until she takes leave in June.

There will be 2 surveys, one is a nominating ballot, and the other the actual voting ballot. If the two people from the nominating ballot decline to run, we go to the people who got the next highest number of votes, etc.

Meeting was adjourned at approximately 2pm.
The time of our next regular meeting was not discussed. If it’s the usual time that will be April 20 at 1:30 via Microsoft Teams.

The minutes of the February meeting are available at Huskie Commons: https://huskiecommons.lib.niu.edu/cgi/viewcontent.cgi?article=1284&context=ua-library

Respectfully Submitted,
Jacklyn Egolf, Secretary
LAC meeting Feb 17, 2023
Dean Barnhart report
Extra money from the Provost going to the Learning Commons. Kimberly Shotick is the coordinator of the Learning Commons and the student success librarian. Math Assistance Center has been added to the building. Extra funds from not hiring is going to updating technology for offices and furniture for offices. Another area is the Disability Resource Center since it is out of date. At the end of the year some money will be used for one-time purchases for the collection.

It was mentioned that the library should offer tours for students during the summer. This might help campus and students know what the library has to offer. The library now has a new administrative assistant. She is also going to assist with outreach and programming and event planning.

Leanne VandeCreek informed the group that we had several programs of interest coming up. The 6th annual faculty book reception taking place on Thursday, March 9th from 3:30 to 5:00 PM it's in our staff lounge, which is in the lower level of the library. Last year, Professor Jessica Labatte from the School of Art and Design worked on a project with her students to create the world's largest cut out paper, Snowflake. along with the snowflake itself being on display. The library will be hosting some panel talks and hopefully some presentations on the science on sphere, which will be centering around climate change. There's also going to be a reception that will mark the snowflake being transferred to our regional History center and University archives for permanent storage and preservation. So be on the lookout for dates and details. Again, most of this will be happening during the week of March 20th.

Gwen Gregory reported That the library’s program with Southeast Asian librarians was written about in the newsletter of the Southeast Asia Library Group. Also cataloging of Southeast Asia materials is moving forward with the help of some students that know the languages. Another project that has been noticed is our dime novels by Cowboys and Indians Magazine.

Bradly Wiles spoke about Special Collections and Archives Department. He promoted the information stored in the archives and the special collections.

Next there was a discussion about AI (artificial intelligence) and how can the library help stop or at least slow its use by students.

No meeting March. Next meeting in April.