

4-20-2023

LOSAC Minutes 2023-04-20

Library Operating Staff Advisory Committee

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Library Operating Staff Advisory Committee (LOSAC)
Meeting Minutes
Thursday, April 20, 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 April 20 was approved.

Archival Review

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

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

E-mail Updates

None to report.

LOSAC Suggestion Box

No submissions received.

Elections:

Joanna and Tina discussed Tina getting what she needs to run the upcoming LOSAC elections. [nominating] ballots go out the beginning of June.

Meeting with the Dean and associate deans

The consensus is that this went well. Tina took notes, they will be included in these minutes as an appendix.

The question was raised if we should continue to include the associate deans. It was agreed that yes, we should. Joanna will check and see if there is wording in the LOSAC constitution that will need to be changed to reflect this.

Migrating LOSAC documents from Blackboard

Joanna is working with Steff Scharmacher, in Library Technology Support, to get a SharePoint area set up for these materials. The agendas and minutes will be on Huskie Commons, so the only materials to be put on SharePoint are the LOSAC log and other materials internal to the officers' committee.

II. New Business:

Keeping the employee kitchen cleaner

There was some discussion in email, after the meeting with the Dean, about whose responsibility it is to keep the employee kitchen cleaner – dishes and towels washed, who supplies dish soap, paper plates, etc

In the past this was the responsibility of FLA. It was suggested that this slacked off during the pandemic when no one was using the kitchen, and it has simply never started up again.

Sara said their used to be a Kitchen committee, that cleaned the kitchen once a month, had “kitchen showers” where people brought in dish towels and paper goods.

Joanna is a member of FLA and will bring our concerns to them in the next meeting.

Department Heads Meeting Notes

No meeting on which to report.

LAC meeting –

No LAC meeting on which to report.

Meeting was adjourned at approximately 1:55.

A time for our next regular meeting was not discussed. If it is held on the usual 3rd Thursday, that will be May 18 at 1:30 via Microsoft Teams.

Respectfully Submitted,
Jacklyn Egolf, Secretary

LOSAC Meeting with the Dean/Leadership Team Notes
April 6, 2023

Report from Dean Barnhart:

- Maureen Stevens will send out a weekly Newsletter. Please send submissions by the deadline if there is something going on in your department.
- Staff will be getting new chairs.
- The staff lounge is getting new furniture.
- Looking into getting one card entry for staff lounge.
- Library Staff Retreat date changed to June 8th. It will be at Hopkins Park. There will be an outside facilitator and the theme is *How the library fits into the Presidential goals of NIU*. It will be a fun and educational day from 9am to 3pm. Lunch will be provided for everyone. Faculty/staff will receive a full day of pay.

Concerns that staff brought up to Dean Barnhart:

- ALICE training for library staff
- New Defibrillator / CPR training for staff
- Emergency evacuation plan
- When are the therapy dogs coming back?
- Fixing the potholes in the parking lot and the alley way behind the library