1-18-2024

LOSAC Minutes 2024-18-01

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/296

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 January 18, 2024
1:30pm
Teams

Present: Tina Maxwell (Chair), Sara Richter (Vice-Chair), Jacklyn Egolf (Secretary), Peter Chlebanowski (Historian), Mark Hamilton (LAC Representative)

I. Old Business:

Approval of Agenda
The agenda for January 18, 2024 was approved.

Archival Review
The committee reviewed and approved the following LOSAC documents to be archived in the Huskie Commons:
• Agenda: November 16, 2023
• Minutes: November 16, 2023

E-mail Updates
• Don Wronkowski (Facility Operations Specialist)
• Sophie Penniman (Special Collections Coordinator)

LOSAC Log
Nothing to report.

Previous requests made to Dean Barnhart
Tina had previously emailed Dean Barnhart, asking him about the possibility of
• the library arranging safety training (CPR, ALICE, fire extinguisher) to the library employees
• providing a report, and/or any PowerPoints, from Library Forums, for employees who are scheduled at service points during the forums and are unable to attend.
Tina reported that she has not heard back, she had emailed Dean Barnhart the morning of this LOSAC meeting, asking for a follow-up.

II. New Business:

Library Management Team Meeting Notes – October 2023
Not provided to previous meeting, not discussed in this meeting, however, notes are at the end of these minutes

Library Management Team Meeting Notes – January 9, 2024
Full notes are at the end of these minutes. Highlights:
Dean Barnhart discussed:
• Repeating faculty survey, opening it to non-faculty who also teach classes
• Library newsletter
• Founders Library 50 year anniversary
• Being more conscientious about having meetings, and how and when to run them
• Goals for each area or department
Joe Thomas from Technology Support Services talked about Blackboard going away and to where all the files are being migrated

Where LOSAC files are being migrated to out of Blackboard:
LOSAC officers discussed whether or not they have access to the LOSAC files in Sharepoint, and if that’s where the LOSAC files will be stored
Tina will follow up and verify that all officers have access, and find out where the files in Blackboard will be stored
LAC [Library Advisory Committee] meeting
Mark reported that there was no meeting in November, there will be a meeting Friday January 19, he will report on that at the next LOSAC meeting.
[in the November LOSAC meeting, Mark reported that it looked as though there would be no December meeting either]

Spring meeting with Dean
Tina will ask the library dean when he wants to have the annual meeting with staff. It will include the two Associate Deans
Questions need to be submitted in advance so the deans can do research and have answers

Link to OSC minutes
https://www.niu.edu/operating-staff-council/meetings/index.shtml

Meeting was adjourned at approximately 1:55pm.
Our next regular meeting is scheduled for February 15th at 1:30pm via Microsoft Teams.

Respectfully Submitted,
Jacklyn M. Egolf, Secretary
In attendance:

Fred Barnhart, Gwen Gregory, Nestor Osorio, Hao Phan, Jamie Schumacher, Matthew Short, Kimberly Shotick, Maureen Stevens, Joseph Thomas, Leanne VandeCreek, Bradley Wiles

1) Reaching out to students, and otherwise providing services that libraries traditionally don’t provide

   The library cannot be all things to all people.
   Reaching out to other student centric units on campus to figure out where the library might fill gaps or compliment the general university services environment.
   Are there things that libraries have traditionally done um that maybe we let go.
   Things that really wouldn’t be part of a traditional library that we are doing, such as the welcome desk, the snack pantry, permitting food and drinks in the library -- now they’re kind of accepted as norms.
   Possibly offering a venue to student-centric organizations on campus that are struggling to find the right venue, and let them provide the service since they have the expertise and the tools, etc.
   How can the library find volunteers to assist with outreach to the student-centric organizations on campus, so that the librarians are spread too thin?
   • Let librarians who are not currently participating in these activities that yes, it’s acceptable for them to do so, and encourage them to do so
   • especially with presentations to students during the summer and the beginning of the fall semester
   • There are around 30-40 presentations to students, and Kimberly can’t get to all of them
   • Perhaps dedicate a library forum in July or August to this topic?
   How to incentivize this? possibly make it clearer that this counts towards the service requirements in job descriptions, service isn’t only committee work.

2) Liaisons to university cultural centers

   Assoc. Dean Vandecreek will review previous material and get back to people, and/or get the website updated with the information.

3) Having a master space plan for the library

   Possible areas to develop in the library:
   • Family friendly space with children’s books, etc.
   • Neurodivergent exhibits and recognition of students who are neurodivergent.
   • Providing a space for students to explore their creative side through art, crafts, etc. (possibly maker space or book lab?)
   • Providing games or puzzles – issue is making sure all the pieces come back, circulation is too swamped with checking out laptops right now, there is no good way to make sure all the pieces come back.

4) Discussion of online calendar(s) for library spaces, promoting library activities that are happening outside the library, providing one unified calendar

5) Discussion of WFH
   • possibly standardizing how that is requested and tracked
   • possibly requiring that anyone WFH be on Teams, so they are available (not everyone uses Teams at the present time)
Fred talked about the last faculty survey, and its results from 2019. He wants to do a survey this semester to see areas of improvement and make everyone aware of new things happening in the library. Repeat some questions for comparison, less than 10 minutes, and leave it open for 3 weeks. Include SPS, staff who teach, and faculty advisors.

Fred talked about the Library Newsletter and wanting to do 3 a year. Needs content. Does anyone have a story to tell? He wants to reach out to alumni library workers. Newsletter is to get donors and to keep them interested.

50th anniversary. FML building says 1973 it’s 1977 celebrating in 2025. Dimes calendar ready to go. Highlight the needs of the library more storage space and renovations. Speakers to highlight things about the library. Charge tickets as part of the fundraiser.

Talked about meetings-- be more conscious of having the meeting (know when to cancel), no meetings on Friday, have 30-minute meeting, having a detailed agenda, meeting minutes don’t need to be that detailed just action items, recording meetings.

Joe talked about Blackboard leaving. IT migrated all stuff to various locations (TEAMS, V-drive, Libraries resource center?) In the process of verifying all those moves. Once complete email will be sent out saying blackboard is “No more”. Need to develop a policy for business practices for TEAMS meetings and owners of the created TEAM.

Goals from each area large or small from each department.