

**DRAFT REVISED**

**ULFO Meeting  
February 7, 2006  
UL 1116 9:30am**

Present: Fran Huehls, Kristi Palmer, Ed González (Secretary), Sally Neal (President), Jennifer Hehman, Jim Baldwin, Brenda Burk, Polly Boruff-Jones, Randi Stocker, Joe Harmon, Dolores Hoyt, Mary Beth Minick, Tony Stamatoplos, Mary Stanley, Robin Crumrin, Kevin Petsche, and David Lewis.

The meeting was called to order at 9:36 am.

The agenda for the meeting was approved.

The minutes of the November 16, 2005, ULFO meeting were approved with the following amendments: The meeting was held November 16, 2005; Sally promoted the plagiarism workshop in BL; and the meeting adjourned at 2:24 pm.

Announcements.

- As member of the Promotion & Tenure Committee, Brenda Burk provided feedback with respect to the new electronic Annual Review form. In her words librarians have been creative.
- Sally Neal drew attention to the upcoming ULFO election schedule held April 1, 2006. CTL is conducting one hour workshops on Tuesdays titled "Technologies." There will be a Student Assessment community town hall meeting on February 21, 2006. She is planning a meeting with librarians and CTL instructional design specialist. Dakin Burdick of CTL will be presenting immediately following the ULFO meeting.
- Jim Baldwin stated the candidates who have applied for Dean Platter's position are on campus. Librarians are encouraged to interact with these candidates. This position critically impacts the University Library's overall mission and activities. This impact is also significant in terms of restructuring IUPUI and the role of the library.
- Tony Stamatoplos was soliciting volunteers to conduct the library's annual student survey. Anyone interested in assisting with the surveys should contact Tony.
- Robin Crumrin announced the Library Technology Grant program. The April 1, 2006, deadline for submitting book orders worked well last year. The same deadline will be adhered to.
- Mary Stanley disseminated the "Trustees Teaching Award." Eligible librarians are encouraged to apply before the deadline, February 24, 2006.
- Kristi Palmer informed the members that the School of Liberal Arts agreed to archive their school's theses and dissertations through IDeA.
- David Lewis urged librarians to submit their Annual Reviews. Several are past due. As regards re-organization of the library, David clarified his position. He emphasized the library's need to be clear about what is important. Proposals could be disclosed to the staff at the May organizational meeting. With respect to annual reviews, he would like to evaluate the librarian's position descriptions – what works and what doesn't. There are plans to design the remainder of the space for the "Commons."

- Polly Boruff-Jones expressed her appreciation to all librarians supporting the consultation reference desk.
- Dolores Hoyt requested librarians make her aware of any library related statistical information.

#### Committee Reports.

- Budget Affairs Committee. Jennifer Hehman (and David Lewis) reports a \$95,000 cut in the library budget. This decrease will be split between materials and other budget lines. There will be a 2% increase in compensation dollars. Surplus dollars will be maintained for schools with some flexibility. The Disaster Planning Organization order supplied, e.g. Quick Rehabilitation Kits.

#### New Business.

- Librarian Activity Log/Annual Review for keeping librarian statistics. Sally Neal stated her desire to manage her activities and accomplishments using the activity log and electronic annual review form. Randi Stocker stated the Librarians' Log is unreliable. To which there was some consensus among the members. Per Sally's request, a working group was created to receive feedback from librarians regarding the new Annual Review form. They are also going to examine the Librarians' Log in terms of what works and what doesn't work. Sally Neal, Polly Boruff-Jones, Mary Stanley, and Brenda Burk make up the working group.

The meeting adjourned at 10:29 am.

Next meeting is rescheduled:

April 24, 2006, 1:30-2:30 pm, UL 1116

Followed by "Meet and Greet" the OPD staff.

Respectfully submitted by Edward González, ULFO Secretary.