

ULFO Meeting
September 25, 2003
UL1116
1:00 –2:00 pm

Present: Jim Baldwin, Polly Boruff-Jones, Brenda Burk, Kathleen Hanna (Secretary), Joe Harmon, Jennifer Hehman, Bob Hinton, Dolores Hoyt, Karen Janke, Sally Neal, Ann O'Bryan, Kevin Petsche (Chair), Sonja Staum-Kuniej, Randi Stocker

According to the ULFO Bylaws, Article IV, Section C, a quorum was present.

- I. Kevin called the meeting to order at 1:00.
- II. The agenda was approved with the addition of announcements.
- III. Brenda Burk moved that the May 12, 2003 meeting minutes be approved without changes; Dolores Hoyt seconded and the motion passed unanimously. Dolores Hoyt moved that the August 19, 2003 meeting minutes be approved without changes; Sally Neal seconded and the motion passed unanimously.
- IV. Announcements
 - a. Kevin Petsche announced that he and Jim Baldwin would be conducting a workshop for writing Annual Reviews to be held on Thursday, November 20, 2003 from noon until 3:00pm (room TBA).
 - b. Karen Janke is serving on a system-wide committee to evaluate the ISI bibliographic management software packages currently licensed by Indiana University and to investigate the costs/need for similar products targeted at undergraduates. The committee's report will be due by January 31, 2004. If you have any feedback on the current software (Endnote, ProCite, Reference Manager), especially from your faculty, please contact Karen.
 - c. Polly Boruff-Jones highly recommended the Assessment Institute to be held at University Place November 2nd -4th. More information is available at <http://www.planning.iupui.edu/conferences/national/National/2003/2003novinstitute.html>. She will be reprising her presentation from ACRL on NSSE; an article for *College & Research Libraries* is forthcoming.
 - d. Jennifer Hehman reminded everyone of the ILF District IV conference coming up on October 10th at the Indiana State Library. (Information online at <http://www.ilfonline.org/District%204%20Brochure%202003.pdf>) She has also accepted an invitation to attend a two-day symposium on the centennial of the U.S. Courthouse.
 - e. Jim Baldwin noted that we will be losing over 900 "B" and "E" parking spaces for 9 months during construction of a new parking garage south of the Vermont St. garage. (Per *The Sagamore*, construction will run from November 2003 through August 2004 and we will still have a net loss in parking spaces).

- f. Kathleen Hanna made an announcement for Vania Goodwin: the Blackwell representative will be on campus November 14th and 18th to discuss new approval plans and make any requested adjustments to profiles. Sign-up sheets were circulated; anyone not present is urged to contact Vania for a slot. Also, the rep will be conducting a presentation for the liaisons on November 14th at 9:30 (location TBA). Kathleen also made an announcement on behalf of DLT, urging those working on the reference desk to direct patrons with access problems to the E-Resources FAQs page for first-stop assistance. This page also itemizes the information DLT needs to help troubleshoot problems.

V. Committee Reports

- a. Research Leave Committee

- i. Sally Neal reported that Tony Stamatoplos recently applied for and received a leave to write an article.

VI. Old Business

- a. Cash bonus policy for librarians and staff

- i. Kevin reminded the group that the ULFO Budget Advisory Committee would be meeting with the library's Specialists Group to discuss this issue.

- b. The holiday party committee has been set.

VII. New Business

- a. Librarian Activity Report

- i. Dolores announced that discussions have begun to evaluate and make changes to the Librarian Activity Report. Suggestions presented include: allowing librarians to view their own logs and print out copies of reports; edit reports before saving them, without having to start all over again; allow team leaders to gather statistics from team members' logs to create reports for Schools, etc.; be able to purge inaccurate records; create better-organized output that will fit on a single page. Any feedback or suggestions should be sent to Dolores.
 - ii. Polly suggested that librarians not use their network password as the password for the Librarian Activity Log as this is included in printouts.

- b. Link to *inflite* on the LIS

- i. After lengthy discussion of the pros and cons of allowing access to *inflite* outside of the Oncourse environment, Sally Neal moved that the link be added to the LIS with an annotation that faculty should contact their subject liaisons for further information and online quizzes. Bob Hinton seconded and the motion passed unanimously.
 - ii. Joe Harmon moved that a recommendation be made that further development work be done on *inflite* to allow it to function as a stand-alone product with independent quizzes that can be used outside of Oncourse. It was agreed that many instructors consistently refuse to take advantage of Oncourse and that our new initiatives to reach out to the wider Indianapolis community would make this a valuable, self-teaching tool for introducing new patrons to the library's resources. Jim Baldwin

seconded and the motion passed unanimously.

VIII. The meeting was adjourned at 2:15pm.

Respectfully submitted,
Kathleen Hanna