

ULSG General Meeting
January 5, 2007

Attendance 24:

Greg Mobley
Debra Brookhart
Ed Mandity
Greg Whitley
Richard Wing
Bruce Bates
Alice Jackson
Natasha Solomon
Matthew Radican
Rebecca Mock
Jennifer James
Glenda Armstrong
Cheryl Cochrum
Margaret Vollmer
Lee McLaughlin
Becky Sutherland
Jenny Johnson
Cathy McClure
Teresa McCurry
Raymond Dunaway
Kathy Logan
Karen Proctor
Chip Dye
Sharon Fish

1. Minutes of previous meeting approved.
2. Committee Reports
 - a. Finance – Staff Project Fund \$1729.64, Petty Cash \$150.25. There is nothing new with fundraising since there isn't really a project at this time to raise money for.
 - b. Training and Development – Matt suggests having H.R. come to do something to follow up on the communication workshop from Org. Week. He also plans to week the old information on the website and add news, more current training information. He also will start sending out an email every few weeks about upcoming training opportunities. Client Support was asked if they would do further training on Office 2007 – CLT is currently looking into that. Lee suggested folks might also want more training on the new UMS phone system.
 - c. Social Activities – nothing new is currently planned
 - d. Rewards and Recognition – nothing new
3. Greg's meeting with the Dean

- a. The campus is asking each unit to create a Diversity Committee. This includes the library.
 - b. David wants to structure the committee like the Budgetary Advisory Committee with representatives from both the ULSG and ULFO. The main purpose of the committee will be to look at diversity and related issues within the library.
- 4. Amendment regarding the number of regularly scheduled meetings.
 - a. This amendment will reduce the number of regular, group meetings to three. Karen Proctor motioned to approve, Jennifer James seconded. Passed unanimously.
 - b. The new amendment reads as follows: The ULSG will hold regularly scheduled general meetings in January, May, and August. If there is a scheduled University Library "Organization Week" during those months, the ULSG general meetings will be scheduled during those weeks, if possible. If there is no "organization Week" scheduled, the regularly scheduled general meeting will be held on the second Tuesday of that month. The Executive Committee will approve an agenda for each of these meetings. The meetings shall proceed according to the agenda. The Executive Committee shall have the authority to call additional general or emergency meetings, if necessary.
- 5. Campus Campaign
 - a. James will be heading up the campaign. David has asked for two volunteers from the ULFO and ULSG to assist James and Kim with the library effort.
 - b. Becky Sutherland volunteered.
- 6. New Business
 - a. The Staff Project Fund uses
 - i. Family Night at the Library (games, movies in the auditorium) – a chance to bring families to the library for a big party
 - ii. We will be forming a committee in conjunction with the ULFO to put the whole thing together
 - iii. The expense for the party should be mainly food.

ULSG meeting of 5/10/07

Members present: Aldoroso, Bates, Dunaway, James, Kendrick, Logan, McCurry, McClure, Mobley, Moody, Proctor, Radican, Solomon, Sutherland, Vollmer, & Whitley

Last meetings minutes were approved later in the meeting.

Committee reports:

Development & Training:

Matt reported that with the new fiscal year beginning soon it is time to plan on using the funds set aside by Dean Lewis. CLs still are allowed \$300 per Fiscal Year - \$100 of which can roll over to the next Fiscal Year. Pas and TEs receive a \$1200 per year allowance.

Fund Raising:

Becky reported that the Staff Project fund has \$1,689.31 as of April 30. We have paid out \$156.67 out of this fund – mostly for the End of Semester Party in December 2006. We have not seen any incoming monies due to the Campus Campaign.

Social Activities:

Karen reported that she hasn't had much time to plan any activities since rejoining the EC as Chairperson. She did remind the group that Family night is still being planned for August 17. She also introduced new employee Josh Aldoriso to the group.

Rewards & Recognition:

Teresa formally acknowledged Michelle Burkhart, Ed Mandity, & Natasha Solomon for completing their coursework and obtaining their graduate degrees from the SLIS program. Teresa also introduced a "Gotcha Gram" program that Kittles Furniture uses. It is a way of thanking someone for going "above and beyond..." and at the end of the month a drawing would be held to give a winner some sort of award. Becky Sutherland asked if we would also be allowed to give the "Gotcha Grams" to librarians.

Greg Mobley suggested that Teresa talk to Dean Lewis to see what he thinks about the idea. No one objected to the project being started immediately.

Greg provided information about the ULSG Scholarship program. It looks like we will give Bookstore stipends with the Bookstore matching the gifts. We will probably give smaller awards to 5 or 6 people instead of a large award to 1 person. The award is to provide for all books needed by a student for a semester. The Committee will continue working on criteria and develop an application.

Due to an increase in attendance, the group finally had a quorum and was able to approve the minutes from our last meeting.

Greg talked more at length about the upcoming Family Night. The plan is for most activities to take place outside – as long as the weather cooperates. Any ideas should go to the Committee – Greg Mobley, Karen Proctor, Karen Zimmerman, Kim Sorrell, and Stephen Towne. Becky S. suggested a Scavenger Hunt. Greg said that our budget (around \$300) would be used for the rental of a grill, purchase of meat, charcoal, etc. The rest of the food will be on a “pitch-in” basis. Greg will see if Dean Lewis will agree to the use of the UL Staff Project Fund for this purpose.

Greg told the group that we need 3 volunteers to join Dean Lewis’s Budgetary Advisory Committee. The three vacancies are due to Lee McLaughlin’s retirement and the ending terms of Cheryl Cockrum and Greg Mobley. Teresa McCurry volunteered to fill one of the slots. Greg said that he would send out an e-mail asking for two additional volunteers.

Greg indicated that it was time to think about planning a possible gathering to attend an Indianapolis Indians baseball game. It looks like the best dates may be in July. We would need at least 25 people in order to save \$1 per ticket. Greg will send out an e-mail to get some sense of staff preferences for either box or reserved seats.

Kathy Logan told us that she is heading up the Back Pack Attack for UL. It will start on June 13. James Kendrick volunteered to help out. Teresa McCurry asked that plenty of reminders be sent out throughout the project. The Attack used to be held later in the year but it has been moved to June so that items can be sorted earlier and can be distributed earlier. Kathy will send out an e-mail asking for volunteers when sorters are needed for the final processing.

Teresa discussed the impending ULSG Blood Drive. It is planned to take place sometime in July. We will most likely move up from 2 beds to 4. Teresa will get in touch with the recruiter from the Indiana Blood Center and let us know via e-mail when the details have been finalized.

Teresa suggested that Dean Lewis come to a ULSG meeting and explain how UL goals directly affect ULSG members. Greg said that, while talking to Dean Lewis, he found out that the salary pool was going to be 3%. Becky informed us that she had not heard anyone saying that 3% was going to be the final percentage. The finalized budget is due by the end of May 25.

The meeting was adjourned at 3:53 p.m.

ULSG General Meeting
August 16, 2007

Attendees:

1. Greg Mobley
2. Sharon Fish
3. Josh Aldorisio
4. Debra Brookhart
5. Jennifer James
6. Teodora Durbin
7. Cheryl Cockrum
8. Margaret Vollmer
9. Glenda Armstrong
10. Ed Mandity
11. Matthew Radican
12. Bruce Bates
13. Becky Sutherland
14. John Cooper
15. Teresa McCurry
16. James Richard Kendrick
17. Karen Proctor

1. Presentation by Dean Lewis
2. Minutes of last General Meeting approved.
3. Committee Reports

a. Rewards and Recognition:

Got-You-Gram – This is an effort to positively recognize each other for a job well done or simply doing something nice for another staff member. We will do a drawing at each ULSG General Meeting for some kind of award that is yet to be determined.

b. Finance:

Foundation Staff Project Fund balance - \$1682.89

ULSG Petty Cash - \$150.75

Cookbook fundraising idea – It might be possible to enlarge the cookbook and offer it for sale for a few dollars. Copyright may or may not be a problem (consensus was that it wouldn't be unless a recipe has been copied directly from another source). The Executive Committee will proceed with this idea.

c. Training and Development:

Matt passed out copies of the UITS classes available for August and September.

d. Social Activities:

Family Fun Night is planned for Friday, August 17th at 5pm. The food will start around 5:45pm.

4. Blood Drive

The library blood drive sponsored by the ULSG will be held on August 30th from 10am-2pm. We will have four beds and our goal is 40 successful donors. Let Teresa know if you want to volunteer.

5. Diversity Council

The library will hire two undergraduate diversity fellows. The purpose of this program will be to:

1. Hook people into the library
2. Get more underrepresented groups
3. Create and maintain displays
4. Work with DLT, ERT, and staff the Reference Desk

In May, the ULSG will need to nominate 2-3 people to serve on the Diversity Committee.

6. New Business

a. Scholarship for Student Workers

1. Four \$500 scholarships will be awarded to a student employee for the purchase of books and other necessary items at the campus bookstore. Half the money will be from the library and half will be from the bookstore.
2. Application forms will be available on the UL website.
3. A committee of 3 (2 ULSG and 1 ULFO) will select recipients.
4. The selection will be made by October 15th.
5. We should plan to have a small reception for the winners.
6. We also want to publicize this award – UL website, communications and marketing.

b. Teresa introduced Teodora Durbin – a new staff member in Acquisitions.