

# ULSG Meeting Minutes

1/4/2005 Tuesday 1:00 PM UL1126

## New Business

Jan Canganelli ~Welcome

Sharon Fish ~Intro new member(s)

~ We have two new members to the ULSG since the last meeting:

Ryan Merckle - Security from the AST (who was unable to attend due to his duties) and Joan Hutcheson - also from AST working in Reserves.

Teresa McCurry ~"Who We Are"

\* See attached copy of Teresa's piece illustrating what a diverse group of people we are.

Jan Canganelli ~Opening: Development & Training officer

~ Karen Young has stepped down from Development & Training. She did a very fine job providing in-house training courses for members and has offered to continue helping in answering any questions regarding software issues.

~The ULSG will need to fill the vacant officer's position. Anyone feeling that they would like to try the post can volunteer their name to the Executive Committee.

David Lewis ~Lecture 101

~The Library is prepared to provide Professional Development funding opportunities for Library Staff, and funds will be provided within reason. With a Library budget of millions of dollars, a few thousand dollars that can be provided will not strain the budget. Professional Development is considered an entitlement as part of staffs' jobs, and to be used to enhance experience, skills, and productivity.

~Mary Stanley is heading the Professional Development Taskforce to look into allocation of funds. Other members include: Kathy Logan, Debra Brookhart, Kristi Palmer and Mary Beth Minick.

~ There are a few restrictions to the use of these types of funds: they cannot be used for 'core' classes or to purchase class books. The use for Organization memberships (such as ILF, ALA, etc) is still in question.

~ Group training is possible. If enough people express similar need for a common training subject that is thought to be important, then someone can be brought in to give training to the group as a whole.. If training is not directly related to members' job, but a case can be made to the effect that the training wanted will enhance job performance, then such may be available to be worked into the funds.

\* See attached Document: Professional Development Funds  
Policy/Practice

Debra Brookhart  
& Kathy Logan

### Professional Development Fund Taskforce ~ an Initial Report

- ~ There has only been one meeting of the PDFT so far.
- ~ March 1st is the date set to report the Taskforce findings to Dean Lewis.
- ~ More specific workshop/training needs are required from members in order to make the recommendations.
- ~ By the next ULSG meeting in March, the taskforce needs **clear, concise, specific needs** of members in the area of training desired. Please e-mail Kathy or Debra with information regarding specific training wanted
- ~ If members are unsure of specifics to meet their needs, there are a number of websites connected to IUPUI that can give some ideas:
  - ~ HR website in Bloomington
  - ~ UITS website lists training opportunities
  - ~ Continuing Studies has ideas for studies.
- ~ Part of the Taskforce's responsibility will be to create a list of what the allocated money can be used for.

### Committee Reports

#### Development & Training

- ~ A volunteer is needed to fill the vacated post of Development & Training officer.. Please submit your name to the Executive Committee if you wish to take up this post.

#### James Kendrick Fundraising

#### Topics of Discussion of the ULSG Fundraising Committee Meeting of December 17, 2004

1. Rummage sale
2. Bake Sale
3. Flower sale.
4. Bookmark & Magnet sale
5. Other fundraising methods.

handout from jrk

#### Types of activities discussed:

- Rummage sale ~ Spring would be the best time to hold this event if we wish to hold one, but it must be held off-site according to Dean Lewis.

Bake Sale ~ this is an activity we cannot hold as of now according to regulations from the Indiana State Health Department. Holding such events could bring about legal action against the organization.

\* See attached documents from Kevin Mouser, IUPUI Environmental Health & Safety, and Molly Martin, IUPUI Staff & Faculty Council Liaison, concerning fundraising and food at IUPUI.

Flower Sale~ A nice time to hold these sales would be Valentine's Day or Mother's Day.

Bookmark/Magnet sale~ could sell these around the start of the school semesters.

Other~ donations from members

### Sharon Fish Rewards & Recognition

~ the Questionnaire for Rewards & Recognition is voluntary, but members' participation will help make this work. The idea is to recognize ULSG members and highlight their contributions to the organization and to the Library.

\* see attached R&R Questionnaire

### Teresa McCurry Social Activities

~ From the responses received from the Social Activities Questionnaire, it was found that members were, in the majority, in favor of:

- ~ Celebrating the Holidays
- ~ Having quarterly food pitch-ins
- ~ Are interested in community affairs.

Karen Proctor ~ there was not much response to the 'Adopt-a-Platoon' idea, so it will be shelved for now as a ULSG activity.

**Other Business** ~Doug Moody won the drawing of the door prize.....congrats, Doogie~

**Old Business** ~ none

### Minutes Approval

Minutes from the previous ULSG meeting were approved.

Members attending this meeting:

Becky Sutherland	James Allen	Karen Proctor	Marisa Albrecht
Cathy McClure	James Kendrick	Kathy Logan	MaryAnn Shields
Cheryl Cockrum	Jan Canganelli	Kevin Collier	Matthew Radican
Debra Brookhart	Jennifer James	Kim Sorrell	Rebecca Mock
Doug Moody	Joan Hutcheson	Lee McLaughlin	Sharon Fish
Glenda Armstrong	John Cooper	Margaret Vollmer	Teresa McCurry
Greg Mobley			

# ULSG

Minutes for March 8, 2005

UL 1126 1:00 pm

\*Std  
disclaimer

Please take a moment to read the March 8th ULSG meetings and send constructive criticism to Becky Mock (rmock@iupui.edu) or the entire ULSG Executive Committee (IN-ULIB-ULSG-EC) listserv. *The following minutes constitute a general outline of topics mentioned or discussed at the March 8th ULSG meeting; these are not literal word-for-word notes.*

## New Business

Jan Canganelli ~ ULSG representatives for Leadership Team meetings: the vote.

~ Dean Lewis has invited the ULSG to send a representative member to the bi-weekly Leadership Team meetings.

Jan wishes the process of deciding said representative(s) to be as inclusive and democratic as possible. She is confident that everyone has a unique perspective or experience they can share as a ULSG rep at Leadership Team meetings. This will be a voluntary endeavor, as always.

\*attach Leadership  
Team Schedule

~ by show of hands, there were 4 volunteers for the position. These will rotate Leadership Team Meetings and report to the members at large after each meeting. The 4 volunteers are: Jan Canganelli, Karen Proctor, Matt Radican and Sharon Fish. Jan will draw up a schedule for meetings and the rotation.....with Karen Proctor to attend the next meeting on March 10, 2005.

## Committee updates

Jan Canganelli Development & Training

~ Education/Training, news on the funds from the Dean

~ David Lewis has decided that the ULSG can receive up to \$3,000 aimed at the needs of Specialist Group members. The \$3,000 would be in addition to annual allotments we are able to use individually each year; this \$3,000 amount will be used collectively for the entire ULSG. How we split this up is what we'll need to discuss, and decide upon together as a group.

~ The current annual allotments are: \$200 for biweekly (CL) employees; \$1,000 for PA (professional) and TE (technical)-level employees.

~ a couple of PA members stated that they thought the funds would be better allotted to clericals to use. Others stated a desire to use the money in group efforts, to bring speakers into the meetings to address the whole.

~ Suggestions or questions regarding professional development funds and/or opportunities can either be submitted to Professional Development Task Force members Kathy Logan, Debra Brookhart, Kristi Palmer, Mary Beth Minick, and Mary Stanley, or you can send ideas to the ULSG Executive Committee @ IN-ULIB-ULSG-EC.

Jan requested that each ULSG member think about future training needs and possibilities *before* we meet. Members are encouraged to think **BIG** in regards to professional development training needs; Jan is hopeful that we'll be able to use all the \$3,000 Dean Lewis is allocating for us.

\*attach Post-it-notes Training/Development summaries

~ post-it-notes were passed out and each member wrote down 1 or 2 SPECIFIC training/development desires. These will be used to determine best use of the money Dean Lewis is granting our organization for further development. Methods of use for the money was discussed: as in group activities vs. individual allotment. Group activities would benefit more people and get better 'bang-for-our-bucks'. It was brought up that not all members can attend group functions; e.g. public service areas cannot be left unmanned. Once it is determined what members want, then Mary Stanley, Lee McLaughlin or Becky Sutherland can be consulted as to what development programs will cost and how we can budget our money for these. A summary of the survey is attached.

## James Kendrick Fundraising

### Campus Campaign 2005

James Kendrick talked about the campus campaign, which will kick off Tuesday, March 15th at 1pm in the Staff Lounge, and run for two weeks.

\*attach Campus Campaign 2005 PowerPoint

~ attached is the PowerPoint presentation James will give at the Campus Campaign kick-off. What ever anyone can give will be appreciated. Funds given can be designated to go to the ULSG if a donor wishes. There will be a special code to write into the donations form to designate the ULSG as recipient of the money.

\*attach sample of bookmark/magnet

\*attach copy of ULSG Members Preferred Fundraising Events Survey

~ by the results gathered through the Fundraising Survey, it seems that bookmarks/magnets had the most interest as a fundraiser. So James will be starting working on developing a fundraiser using UL bookmarks and magnets created by Becky Mock with photography by Sharon Fish.

James and Matt Radican will also be working on the rummage sale idea, which will have to be held off-campus.

### ULSG Treasury Report

As of **03-08-05**, this is the total amount of monies that is available to the **ULSG**:

IUPUI University Library Unrestricted Foundation Account: **\$125.00**

IUPUI University Library Staff Project Fund: **\$20.00**

UL Staff Lounge Fund: **\$105.00**

ULSG Account Fund: **\$61.00**

**Total Balance: \$311.00**

~ How we dispense with this potential money is yet to be decided. It has been suggested that the cash now held in the safe be put into a bank account for better tracking.

## Sharon Fish Rewards & Recognition

~ This past January, Sharon Fish sent out a survey via e-mail to all ULSG members. Sharon and Kim Sorrell have been diligently looking into ways to reward and recognize staff, and this questionnaire is just one way to get feedback from ULSG members. By knowing members' likes, dislikes and just generally more about members, the R&R committee can better reward and recognize individuals in a way that is much more meaningful to each and every ULSG member.

\*attach Q So, in order to better serve all of the members, the R&R Committee is hopeful members will consider filling out and returning the attached questionnaire, if they have not already done so. Members may send the completed form through e-mail, campus mail, or submit it in person to Sharon Fish, chair of the Rewards & Recognition committee. Sharon's campus mail address is: Sharon Fish, University Library, ILL, UL2116; phone number: (317) 274-0500; fax: (317) 274-0492; email: sjfish@iupui.edu.

~ Sharon has received 13 questionnaires back so far, so she will be able to get started on a R&R project soon. She is still accepting forms from any who wish to participate.

## Teresa McCurry Social Activities

The March 17th luncheon pitch-has been cancelled. A very brief discussion ensued, addressing future pitch-in dates of a non-theme nature: we will honour differences within the ULSG group.

~ A new date of Wednesday, April 6, 2005, was approved by the members, barring any unforeseen scheduling conflicts. The pitch-in will be held around lunchtime (11am - 1:30pm or so) in room UL 1126.

## Other New Business

Teresa McCurry ~ The staff lounge vending machines have been vandalized once again. Cameras for surveillance to combat this have been ordered. It may be that access will have to be restricted to using Jag Tags rather than using a key. If anyone has additional ideas for securing the building, send them to Steve Schmidt, John Cooper, Matt Hinsman, or Ryan Merckle.

## Approval of previous meeting minutes

~ approved with corrections

## Next ULSG meeting:

~ Tuesday, May 10, 2005, 1:00 pm in room UL1126.

## ULSG Members attending:

Marisa Albrecht, Bruce Bates, Debra Brookhart, Jan Canganelli, Cheryl Cockrum, John Cooper, Sharon Fish, Renee Jackson, James Kendrick, Kathy Logan, Cathy McClure, Teresa McCurry, Lee McLaughlin, Becky Mock, Doug Moody, Sharon Pratt, Karen Proctor, Matt Radican, Becky Sutherland, Margaret Vollmer, Greg Whitley, Rich Wing, Kevin Collier, Ryan Merckle.

~ Refreshments were yummie, and THANKS to Teresa and Karen Proctor for the stress balls!

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## Post-it-Note tally of training needs ULSG members March

pos: 2005 meeting (could not scan - some notes were too dark colored background)

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computer training

- 1 1 html
2. flash
3. photoshop

send 1-2 ULSG members to ALA (or appropriate national conference)

- 2 training in html and web design so that I can post the ULSG minutes and other organization documents to the website

- 3
1. web page design
- 4 2. PowerPoint
3. flash

intro cataloging classes

- 5
1. customer service workshops
- 6 2. communication workshops
3. workshops on humor in the workplace

1. diversity in the workplace training
- 7 2. effective communication listening

I would like to learn cataloging to help with requesting interlibrary loan materials

- 8 communication classes such as listening skills (to help understand one another)

continuous improvement

- 9
- ms outlook

- 10
- customer service training

- 11
1. Excel
- 12 Outlook in detail (or documentation on Outlook for everyone)

web page workshop

- 13
- Dreamweaver, Front Page, advanced PowerPoint, some kind of make a web page training

- 14
- find someone that might be able to do a workshop on the needs of non-librarians working in libraries.

- 15

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## ULSG Recognition Questionnaire

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Name:

Department:

When started:

What is your educational background?

What is your favorite part of your job?

Why do you like working at the library?

What is your greatest contribution to the University Library or to your team?

What is your favorite hobby (Please keep it clean ...)?

What is your favorite book(s)?

What is your favorite movie(s)?

What is your favorite TV show(s)?

What is your favorite type of music?

What is your favorite type of food?

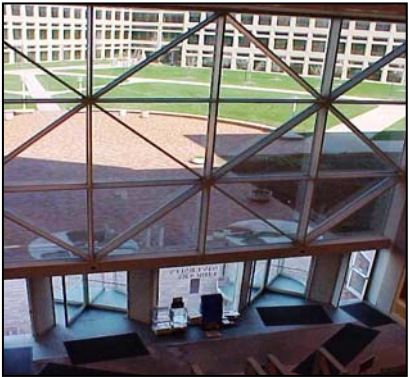
What do you want to see the ULSG accomplish?

Do you have any creative thoughts, ideas or suggestions to help make the ULSG to be more effective?

Other comments:



Fundraising Bookmark and Magnet sample



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## Compiled list of similar categories

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### computer training

1. html

2. flash

3. Photoshop

training in html and web design so that I can post the ULSG minutes and other organization documents to the website

1. web page design

2. PowerPoint

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ms outlook

Dreamweaver, Front Page, advanced PowerPoint, some kind of make a web page training

1. Excel

Outlook in detail (or documentation on Outlook for everyone)

web page workshop

### cataloging

intro cataloging classes

I would like to learn cataloging to help with requesting interlibrary loan materials

### customer service training

customer service training

communication classes such as listening skills (to help understand one another)

1. customer service workshops

### communication service training

2. communication workshops

2. effective communication listening

communication classes such as listening skills (to help understand one another)

### other

find someone that might be able to do a workshop on the needs of non-librarians working in libraries.

continuous improvement

1. diversity in the workplace training

3. workshops on humor in the workplace

send 1-2 ULSG members to ALA (or appropriate national conference)

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# IUPUI University Library

## LEADERSHIP TEAM SCHEDULE

January through June, 2005

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January 13

January 27

February 10

February 24

March 10

March 24 (CANCELLED)

April 7

April 21

May 5

May 19

June 2

June 16

June 30