

ULSG Executive Committee Minutes, February/March 2003

Attendees: Cheryl, Debra, James, Karen, Matt, Teresa

1. Discussion regarding changes in the bylaws. It was decided that a committee would be needed to submit changes (undecided about whether it is a standing or non-standing committee at this time). Question on how to get the committee. Karen offered to coordinate suggestions for bylaws revision and put out the call for volunteers for a committee of not less than three people. Both Karen and Matt offered to be on this committee
2. Information dissemination. Fiona is working on a webpage for a class project and is using the ULSG for it. She will turn it over to the group in May after the assignment is turned in and complete. Debra and Teresa
 - The page will include minutes, bylaws, training, special events, birthdays, employee recognition/anniversaries, other?
3. Agenda items for meetings. We discussed having the secretary respond to individual agenda requests and be responsible for making sure these make it on the meeting agenda to make it more effective. We will also discuss a plan for receiving and responding to grievances at our April meeting.
4. Cheryl read a document containing questions and concerns posed to her via other members of the ULSG. Teresa would address these concerns in a message to the ULSG.
5. Teresa asked us to take on specific items
 - Matt – send INCOLSA announcements and training opportunities
 - Cheryl – find out how ULFO gets money (ask Randall or Martha)
 - Debra – items for webpage
 - James – what other employee recognition is available
6. Talked about having a committee to plan ULSG group meetings – decided against it.

Executive Committee meeting, April 24, 2003

Attendance: Cheryl, Debra, James, Karen, Matt, Teresa

1. Social Activities Report – Karen

Ideas for the spring/summer include a cookout
Sometime around the July 4th holiday (pitch-in),
Donation drive of items for the media room at the
VA hospital (videos, books, etc.), or donation drive
For birthday cards to give to soldiers

Karen will send out an email to Group regarding cookout.

2. Employee recognition – James

ideas for recognition

a. implement an employee of the month recognition
Program for ULSG

b. recognize ULSG members for completing career enhancing workshops

c. implement ULSG employee milestone program that will recognize them
for the years of service that they have given to the library.

d. recognize ULSG employee for outstanding service

e. Have an annual library employee appreciation day

It was emphasized that all the committees need
Assistance for new ideas and implementation

3. Fund-raising – Cheryl

Ben passed along an idea for a book fair to raise funds. Will need to
check into how much is needed initially to get the book fair and how big it
should be.

4. Grievance procedures

We discussed how to handle grievance issues and whether it was best to
have them filtered through one person in order to make sure the sender
got a response and to make one person responsible for having the issues
placed on the Executive committee agenda. Does that mean we have
problems sent to secretary and have secretary acknowledge issues when
sent to the ULSG as a whole?

Motion:

If you have grievance issues forward them to the Secretary. If uncomfortable with the secretary, send it to another member of the executive committee – with the understanding that it will be shared with the executive committee without the sender's identity for resolution.

Unanimously approved to submit this motion to ULSG for final approval on May 12.

5. Evaluation of executive committee

How? A survey or another means....

The ULSG needs to answer the question "are we Fulfilling our mission?"

It was suggested that one of the activities at the May 12 meeting be to hand out a blank piece of paper to finish the sentence "I think the ULSG should....." We thought this might be a good way to generate discussion.

6. Agenda for the May 12 meeting will be posted one week prior.

7. Questions regarding the selection of members of the attendance committee and other items distinguishing between David's choices and ULSG picks.

Names for the group were needed quickly – Doug Volunteered and Glenda was recommended by Someone and agreed to serve.

Teresa's attendance at leadership team: she is asked to be there on specific occasions, not on a regular basis.

ULSG Executive Committee Minutes, May 22, 2003

Attendance: Cheryl, Debra, James, Karen, Matt, Teresa

1. Bylaws working group update and report meeting on May 30
A report from this meeting will be made and submitted to the ULSG in June
2. Concerns and Inquiry Process
"Comments and Inquiries" should be submitted to the secretary in written form for acknowledgement. They will then be submitted anonymously to the Executive Committee for discussion and resolution.
Passed unanimously.
3. Social Activities
V.A. card idea on hold
We will try to reserve 1126 on the 2nd, 3rd, or 4th for a cookout. Cooking will be done outside and brought inside. Karen will send out a message about what those interested should bring.
This is considered a meeting with food provided.
We will have a donation jar to offset the cost
4. Fund Raising
Glenda suggested we charge the teams for cleaning the staff lounge or we sell raffled tickets
And the winner would get the USLG to clean the staff lounge.
5. Fiona's Treat
James offered to buy Fiona lunch for putting together the ULSG page on the Intranet
6. New Business
Discussion on how to have a better meeting and making them more productive
Who will maintain the website?
Should we make the bylaws committee standing?
Executive Committee will send out a reminder about the changes to the bylaws by June 14th for the August 14th meeting.

ULSG Executive Committee Meeting, June 30, 2003

Attendees: Ben, Cheryl, Debra, Jan, Karen, Matt, Teresa

1. Karen's activities report
 - Ideas for next social event include a tug of war, vanilla ice cream day, and a ULSG scrapbook (Teresa will ask about a digital camera for subsequent activities)
2. Fund Raising Guidelines and Information via Ben
 - a. The first question to ask is why we need money
 - Operate, achieve goals
 - Development and training
 - FOOD!!!!
 - Recognition and awards
 - b. Ben suggested we write a short case statement to him and include what the important project is and how much money we would like to raise. Specific projects work better than vague or broadly defined fund raising ventures.
 - c. Feasible Ideas
 - Begin by trying to raise \$1000 for a \$50 annual award by tying it in to the campus campaign. We will continue to investigate.
3. Recognition Report from Jan
 - We discussed how we find out who needs recognition. One way is to communicate with teams to find out who should be recognized.
4. Backpack attack
 - Teresa gave us the dates of backpack attack, July 7th-August 8th.
5. New Business
 - Bylaws committee
 - a. Send agendas and minutes as text not as attachments
 - b. Develop an orientation for new ULSG members on how the group works, etc.
 - New election committee needs to be appointed
 - Next group meeting August 14th???? No decision was made on the date.

ULSG Executive Committee Meeting, July 24, 2003

Attendance: Cheryl, Debra, James, Matt, Teresa

1. Membership Dues/ Donations

Membership dues were discussed as a way to raise funds for ULSG. We will discuss idea with ULSG at the group meeting in September. Many in the E.C. believed membership dues were a bad idea. Although an annual **voluntary** monetary contribution would be acceptable.

What are we doing with these contributions?

- operations
- social activities
- awards

2. Recognition Committee

Ideas for recognition items include degrees, certificates, workshops attended, etc. Could be

Posted on our website not in the Gateway

We also discussed open access to the ULSG website since some areas appear to be restricted

3. Amendment Proposals

We will vote on the amendment proposals at the September 17 ULSG Meeting.

August 14th is our regular meeting (11:30-1:30) and we will discuss the changes in the amendments

September 17th will be a special meeting (also 11:30-1:30) and we will vote on the amendments.

ULSG Executive Committee Meeting, August 28, 2003

Attendees: Debra, James, Karen, Matt, Teresa

1. September Meeting
 - a. September 17th – will vote on amendments
 - b. Must have a quorum – only 14 were in attendance at the August meeting and the bylaws require a quorum of 15 to vote
 - c. Budgetary Advisory Committee – David wants it to be a standing committee. How will we appoint members? Currently we have 3 plus the 2 volunteers from the May meeting. Next year the original 3 will rotate off and be replaced with 2. David wants this committee to meet soon.
2. Social Activities – Karen gave a report on the success of the Relaxation Room. It was held on two different days.
3. Treasury
 - a. Reimbursed Teresa \$11.70 for August meeting supplies.
 - b. Total remaining - \$67.14

ULSG Executive Committee Minutes, September 25, 2003

Attending: Debra, James, Jan (for Cheryl), Karen, Matt, Teresa

1. November Pitch-in
 - a. Karen will put together a form for people to sign up to bring food
 - b. Teresa offered to look into turkey options
2. Elections
 - a. The Election Committee needs to form in January
 - b. We need to make sure we get people interested in running for office
3. New Business
 - a. Halloween – David has said we can dress in costume (tastefully) for Halloween
 - b. Karen talked about having a contest for the best costume and giving away some fun little treat for a prize

ULSG Executive Committee Meeting, October 16, 2003

Attendees: Cheryl, Debra, Jan (for James), Karen, Matt, Teresa

1. Minutes of last meeting approved.
2. Development and Training
 - a. Training using CLT and tech support?
 - b. Have a librarian do some software training?
3. Fundraising
 - a. Ben has suggested a silent auction of the Frankenstein stuff
 - b. He can offer 4 hours of his time to the event
 - c. Must meet these requirements:
 - i. Clearance with purchasing
 - ii. Make available to the public by advertising in jag news and the Sagamore
 - iii. Offer ULFO the option to participate
 - d. Cheryl will work with Ben and send a message to ULSG. Teresa will talk with Ben and see if he wants to send a message to ULFO about joining the venture.
 - e. Hurdles include deadlines for jag news and Sagamore.
4. Recognition
 - a. Not enough mugs were ordered – Jan is looking into having Herron students help with the idea.
 - b. Jan interested in donating for just professional development or recognition if there is no response on the mugs.
5. Social Activities
 - a. Tuesday, November 11th Turkey lunch – eat first, meeting 2nd. Karen will distribute sign-up sheet and send out email to give about 2 weeks to circulate.
 - b. Halloween – remind everyone to dress up. Karen will hunt up a digital camera and take pictures in the staff lounge to vote on winner. ULSG will pass out candy corn and popcorn on Halloween. Donations from executive committee and others.
6. New Business – none.
7. Old Business
 - a. Will ask for reports at ULSG meeting.
 - b. Welcoming new members – find a way to welcome and get new members involved.

Meeting adjourned.

ULSG Executive Committee Meeting, November 20, 2003

Attendees: Cheryl, James, Karen, Matt, Teresa

1. Minutes of last meeting not approved.
Teresa had questions involving the money made from the Frankenstein auction. She wanted information regarding what account the money would go into and what restrictions we would have on spending the money.
Teresa also questioned the status of the Bylaws Committee. We need to decide whether it should be a standing committee or not. The consensus seems to be that it should not be a standing committee. However, we will ask the entire group during the January meeting to get their input.
2. Development and Training
 - a. Question was raised about having a workshop concerning the use of Outlook shortcuts. Matt will talk to Chip and Renee to see if CST/OPS personnel can be approached about conducting training sessions
 - b. Question was raised about asking staff for input on what types of training they would want. Matt will work on a questionnaire to send to all members of the ULSG.
3. Fundraising
Charlie Miller from Accounting has given his OK to put the auction money into a foundation account. Cheryl mentioned that the ULFO is using their half of the proceeds to pay for refreshments for their meetings. There was a discussion about possible ways we could use our half but nothing was decided. We can discuss possible options during the January meeting.
4. Recognition
ULSG will do something to recognize Margaret Vollmer's impending anniversary. Also there was discussion on what to do to welcome new members when they are hired into the Library. James and Jan will work on coming up with a way to welcome new members. There was a discussion about having a "Specialist of the Week" on the ULSG intranet page. James and Jan would have to work with Fiona in order to do this.
5. Social Activities
Karen and James are on the Holiday Party Committee. Karen will wait to get the Holiday party done before trying to do any other activities.
6. New Business
The Budget for the library was discussed. David has commented that the prognosis is grim for next fiscal year.
7. Old Business - Election 2004 was discussed and will be brought forward as an agenda item with bylaws for January meeting*

Meeting adjourned.

*Added per December 18, 2003, minutes.

ULSG Executive Committee Meeting, December 18, 2003

Attendance: Cheryl, Debra, James, Karen, Teresa

1. Minutes of October 16, 2003 meeting approved. Need to add "Election 2004 was discussed and will be brought forward as an agenda item with bylaws for January meeting" to November 20, 2003 minutes. November 20, 2003 minutes not approved pending addition.
2. Development and Training Report – Matt: Had a discussion with Chip about doing some training for ULSG members. He was open to the idea of doing an occasional workshop. Will continue to look into who might be able to do the training.
3. Fund Raising – Cheryl: She has received an email from Ben that said we had to return the \$37 cash donation from the silent auction. The total from the auction less the donation is \$250.75 with \$125.00 going to each group. This money is unrestricted and has been put into an account. Now we need to decide what we will do with it.
4. Recognition – James: The committee recently came up with three ideas for employee recognition on our website - A ULSG member profile, Anniversary recognition, and an Annual Recognition Luncheon.
 - a. It is also suggested that we recognize anniversaries at the ULSG meeting in January. Will recognize those who had anniversaries last year and recognize anniversaries for January-March.
5. Social Activities - Karen: She will bring National Trivia Day as an agenda item for January meeting.
6. Nothing new on Budgetary Advisory Committee
7. Old Business – Election Committee
 - a. Need at least three volunteers for committee, but would like to have a few more. We will see if Sharon and Lee would like to serve again.
 - b. Add election committee to January agenda.
8. Old Business – Bylaws Committee
 - a. Need to discuss whether or not Bylaws needs to be a standing committee.
 - b. Purposes could include making sure we are following the bylaws, keep bylaws language consistent by working with the submitters of amendments to make it work.
 - c. Bylaws amendment still needs to go to Executive Committee rather than a bylaws committee.
 - d. Need to see if the previous bylaws committee volunteers would be willing to serve on it if it were made standing.

Meeting Adjourned.