

University Library Faculty Organization (ULFO)
Meeting Minutes
September 22, 2009

REVISED

Present: Ann O'Bryan (Chair), Jaena Hollingsworth (Secretary), Brenda Burk, Todd Daniels-Howell, Jennifer Hehman, Tina Baich, Robin Crumrin, Kathleen Hanna, Jessica Trinoskey, Fran Huehls, Eric Snajdr, David Lewis, Becky Sutherland

Call to Order and Approval of Agenda

The meeting was called to order at 9:38 am.

The agenda was approved as presented.

Approval of Minutes

The minutes of the May 2009 meeting were approved.

Announcements

- Brenda Burk announced that there will be FFA visitors around October 19-20. The library will host several events, including a tea and a lunch.
- Jennifer Hehman reminded everyone that the ILF Annual Conference is October 18-20. Also, if you haven't already done so, you may want to renew your ILF membership.
- Todd Daniels-Howell gave everyone an update on the current position searches: The search for a visiting librarian (digital scholarship) is about to wrap up; the two other searches (Access Services and Liberal Arts) are in or nearing the phone interview stage. Robin Crumrin announced that the latest UL Diversity Scholars—Eriel Etcheson and Autumn Langley—have started and are located in UL 1115. They've been working with a curator at the Eiteljorg on a Native American issues/biographies display. This year's first "Beyond Stereotypes" program will focus on Native American issues and be held in November.
- Jessica Trinoskey thanked everyone who helped out with Weeks of Welcome and noted that the library handed out almost 750 stadium cups.
- Kathleen mentioned that earlier this summer Mindy met with Wayne Hilson, Director of Multicultural Academic Relations, who suggested that the library document the different ways that it supports the RISE initiative. If anyone is involved in activities that the wider library staff may not know about, please let Kathleen and Mindy know. Diversity Council and Campus Outreach Group will work on pulling this report together.
- David Lewis encouraged everyone to attend a talk on the afternoon of October 1 in the Campus Center by Don Tapscott, author of *Growing Up Digital: The Rise of the Net Generation*. Tapscott's address is part of the statewide IT conference, but should be open to public.

Professional Travel Reimbursement presentation by Dean David Lewis

- After this biennium, the university will likely lose 6% in state allocations. The University has asked units to consider how they would make these cuts.
- People who have travel that they've traditionally made, should feel free to ask for those kinds of trip and the library will do everything possible to fund them. Librarians can safely assume that their \$1200 in professional development funds are available.
- David has asked to review Minde Browning grants. He does not plan on holding up those applications; he just wants to know how we're using that source of funds.
- David will find out if anyone has been on the Minde Browning committee recently and ask for more up-to-date information on the application process, deadlines, etc.

Overview of Travel Management System presentation by Becky Sutherland

See Becky's [PowerPoint presentation](#). If you have an older version of this handout, get rid of it and use the revised/updated handout. Highlights below:

- You must fill out IU Travel Authorization form for out of state travel.
- If possible, please send Becky confirmation of airfare booking (so she'll be able to confirm that charge is accurate).
- Hotels.com option for booking/paying for hotel reservations. But they're not always the most competitive, especially if you have conference rate for room.
- Baggage fees are also reimbursable miscellaneous charges.
- If hotel can't split charges and you room with another IU employee, it's okay to pay entire bill by one person. Becky can work behind the scenes to move that professional development expenses moved around.
- Per diem—need to fill in departure/return times. This is supposed to be the time you left home minus the time it would have taken you to get from home to work location.
- You can add personal time to your trip, but you can't do it both before and after trip—only one or the other.
- Becky will investigate sending out regular reports on how much money is left in everyone's professional development funds.

Committee Reports

Bylaws: No Report.

Primary Peer Review: No Report.

Professional Development/Research/ Service Leave

Jessica announced that 1 leave request was reviewed and approved. Ann O'Bryan will be on leave the first two weeks in October. She will be getting another chapter on African

American settlement ready to submit to a conference and working on the continuation of her previous sabbatical work—research on literacy in Ireland before 1800.

Old Business

No old business.

New Business

No new business.

Adjournment

Meeting was adjourned at 10:53 am.

Respectfully submitted,
Jaena Hollingsworth
ULFO Secretary