

## **USLG Bi-Monthly Meeting, January 6, 2003**

32 in attendance

1. Annual reviews discussed – evaluation of staff on balanced level. Information shared about progress (meeting between team leaders in the making)
2. Assistance asked for book sale to benefit George Washington Middle School on February 10-14. Volunteer opportunities available!
3. Information shared about 10<sup>th</sup> anniversary celebration. A sculpture will be suspended in atrium.
4. Security cameras in the building are not working yet. These are located in the public and service elevators.
5. Library Community Board – Teresa is a representative of the non-librarians on the board.

## ULSG Bi-Monthly Meeting, May 12, 2003

39 attendees

- I. Karen's Social Activities Report
  - A. Hog Dog cookout – 1<sup>st</sup> week of June (at UL during lunch)
  - B. Problems arose with other outreach activities (donations to VA hospital and cards for soldiers will need to be put on hold)
  - C. Glenda offered to check on a grill for the cookout - we will also need to see if grills are available on campus and the cost involved
- II. Grievance Procedure for complaints, etc.
  - A. There needs to be an avenue for expressing problems anonymously to foster an open environment where people can express feelings and concerns
    - i. The term "grievance" needs to be clarified – what constitutes a grievance?
    - ii. How will problems be resolved once it is determined a grievance
    - iii. Mary Ann suggests changing it to a "Comment and Inquiry" rather than a "grievance" procedure. All were in agreement with the change
    - iv. This will be finalized at the next executive committee meeting and offered at the next scheduled ULSG meeting – no objections
- III. Evaluation of Executive Committee
  - A. Includes how the officers work together and how the group works together
  - B. This should **not** be a personal evaluation, but a group evaluation
  - C. Some expressed concern that it was too early for this type of evaluation
  - D. There is no set method for an evaluation and it was suggested that the elections are the true evaluation
  - E. Ben suggested that an evaluation procedure not be put in place in light of the fact that elections are evaluations
  - F. **Greg makes a motion that comments and inquiry procedures be used to handle issues of how the executive committee operates. Seconded by Ben and carried unanimously.**
- IV. Bylaws
  - A. It is noted that the first committee did an excellent job of constructing the bylaws and it is not appropriate to redo the bylaws, but to amend them
  - B. Suggestions include: Meeting more often and eliminating the 2-month rule for agenda items
  - C. A bylaws working group was created and needs suggestions in writing. Members are: Gina, Jan, Karen, Mary Ann, Matt, and Renee.

- D. Renee suggests we look at what is successful. Also interested in whether the working group remove the deadline (August) for changes or accept them as they come. Karen offered that they take changes as they come. Bruce pointed out that the ULSG can meet at other times besides the regularly scheduled meetings. The working group handed out a brief questionnaire to gain input on how members feel the ULSG is operating.
- E. Alice proposes an amendment to change the deadline for submitting changes to the bylaws. This will be voted on in the August meeting.
- F. Mary Ann says we need to follow the current process for change
- G. Dawn suggests the amendment be voted on at the July meeting
- H. Bruce offers that anyone can write an amendment as long as it is submitted 2 months prior to a regular meeting it can be voted on by the ULSG.
- I. Kathy proposes that since we already have the bylaws committee in place, we charge the committee with writing the amendment and revising the 2-month rule by June 14. John seconded and carried unanimously.**

V. New Business

- A. Budgetary Advisory Committee
  - i. Alice, Cheryl, and Katy are current members. David wants two more members from our group to make terms staggered.
  - ii. The next meeting will be in June or July
  - iii. Dawn nominates John
  - iv. Discussion on whether we vote, accept volunteers, or select representatives in some other fashion.
  - v. Volunteers are taken since this is not a ULSG committee. Volunteers are: John and Mary Ann
- B. Staff Bonuses
  - i. Does the library need to address the issue of staff bonuses?
  - ii. Teresa distributed handouts as an fyi and Jan read her views on the bonus procedure
  - iii. It is agreed that a bonus program would be divisive. Some wondered if this would be available to non-fulltime staff.
  - iv. Discussion on whether it is worth David's time to bring this down to us. We will send opinion to David. Mark suggested putting individual opinions together in a single document.
- C. Committees
  - i. Need to find a way for representatives on various committees to get a consistent way of getting a ULSG consensus.
  - ii. Mary Ann suggests that committees be responsible for what they were appointed for – i.e. differentiate between ULSG committees and library committees.

- iii. The group is pleased that it is given a unique opportunity to have a voice in what is happening in the University Library as a result of the ULSG.

\*\*\*\*We are grateful to Fiona for the creation of the ULSG page on the library's intranet site. 😊

Respectfully submitted,  
Debra Brookhart  
ULSG Secretary

## ULSG Bi-Monthly Meeting, August 14, 2003

Attendance: 14

1. Bylaw Amendments
  - a. Discussion of the proposed amendment
  - b. This will be voted on in the September meeting
  - c. A brief discussion of whether or not the bylaws committee should be standing or not
2. Monetary Contributions
  - a. No dues
  - b. Jan wants to know if people would be interested in some kind of contributions to help with rewards and recognition
  - c. In looking at funds, we must be careful to keep within university policy
  - d. Treasury – Hot Dog Lunch                      \$41.20 donated  
Balance brought forward \$24.50  
Total    \$67.70
3. Candidates for next election – need to create the election committee and begin to generate interest
4. New Business
  - a. Mugs – Jan is working on getting orders to purchase ULSG mugs @\$4.00 each. She must have a minimum of 36 mugs to place the order. She will also get a comparison price from a local company
  - b. Attendance Policy – Glenda clarified the attendance policy presented by the task force. The new policies are basically the university policy with a few points clarified.
  - c. Social Activities report from Karen – National Relaxation Day is August 15<sup>th</sup>. She will send out websites to ULSG and set up a relaxation station in UL1116.

## **ULSG Bi-Monthly Meeting, September 17, 2003**

Attendance: 24

1. Brief overview of the August 14<sup>th</sup> meeting.
2. Discussion about new amendments taking immediate effect.
3. Next meeting will be held in November. The suggestion was made that we have a pitch-in lunch during the meeting – no objections.
4. According to the bylaws voting will be conducted by voice or show of hands – for the purposes of this meeting, show of hands was deemed appropriate.
5. Amendments
  - a. Change in the meeting date: 3 opposed and motion carried by a majority in favor.
  - b. Agenda items: passed unanimously
  - c. Amendment of bylaws: passed unanimously
  - d. Terms of office: 1 opposed and motion carried by a majority in favor.
6. Question has arisen about whether or not the ULSG needs to make the Budgetary Advisory Committee a standing committee. The group decided it was not necessary.
7. Fundraising

James offered concern about not having any fundraisers. Money is needed for professional development, operations, etc. We need a goal or project – something specific. This will be pursued at the executive committee meeting.
8. New Business:

Some ULSG members wish to dress in costume for Halloween. We were given permission to do so by the dean. Karen suggested having a costume contest. Participants will meet in the staff lounge at noon and take a picture for judging. Details to come.

The next meeting will be November 11, 2003 with a pitch-in lunch.

Meeting adjourned.

## ULSG Bi-Monthly Meeting, November 11, 2003

30 Attendees

1. Minutes from September meeting approved.
2. Committee Reports
  - a. Budgetary Advisory Committee: the committee is looking at the 10-year budget scenarios. James volunteered to replace Katy after she leaves.
  - b. Development and Training: Nothing to report. The committee will be looking into short sessions on software training using internal resources. Possible training includes email/outlook for new hires or the Fish customer service video.
  - c. Fundraising: The ULSG and ULFO raised \$275.45 from the Frankenstein auction which included a \$37 donation. The money was split and each group received \$137. External Relations must be informed prior to using the money. The ULSG balance before the auction was \$56 for a new balance of \$193.
  - d. Recognition and Rewards: Mugs did not work out.
  - e. Social Activities: Thanks to food bringers. No plans for December since there are several library activities. The committee will be planning something for January.
3. Frankenstein Silent Auction
  - a. Ann needs to check with the foundation on guidelines for the use of the funds.
  - b. Where the money originally came from may impact how we can use it.
  - c. There was discussion about making this an annual event.
4. Election Committee
  - a. The group was urged to seriously consider candidacy for office.
  - b. We will need volunteers for the election committee that will be formed in January.
5. New Business
  - a. New staff welcomed

We will send out a notice of the next meeting as soon as the schedule for organization week is set.

Meeting Adjourned.