



ULSG

January 10, 2006 1:00 pm / UL1126

Meeting Minutes



New Business

Jan Canganelli ~Welcome



~ Elections for next term's ULSG officers will be coming soon, to be held at the May 2006 ULSG general meeting.
Matt Radican is leading this committee and will be asking for two volunteers to help him with this project
Nominations for the officer-candidates must be in to the election committee by the March 2006 meeting.

~ Leadership Team meeting representative volunteers schedule.
See attachment 1

Committee Reports

Jan Canganelli Development & Training



~ The PowerPoint training sessions were generally agreed upon as being successful.

James Kendrick Treasury/Fundraising



~ **Bookmark sale** - Preliminary samples of bookmarks were handed around for members to see and suggest corrections. We have a chance to hold one event before the end of the term of the current ULSG officers, perhaps in March. Prices will be determined considering the cost of the materials to produce the items.

See attachment 2

~ **ULSG Funds Deposit** - during further research and visits/calls to banks and Credit Unions, it was discovered that the ULSG does not have the requirements to create an account with an institution for its funds. Most institutions require a minimum balance of \$2500 or so, or the account comes up for fees. These fee schedules are not at all attractive for the little money the ULSG has. Therefore, the money will be retained in the Director's office under the direction of Becky Sutherland and the ULSG Treasurer.

See attachment 3

Sharon Fish Rewards & Recognition



~ The Jan/Feb 2006 Member recognition goes to Greg Mobley of Special Collections. His profile can be seen on the ULSG website. The Nov/Dec Member was Jenny Johnson. All former 'Recognees' can be seen on the ULSG website as well.

~ New member Natasha Solomon was welcomed.

Teresa McCurry Social Activities



~ **UL Cookbook** - Teresa has received about 50 recipes so far for the cookbook. They are from all categories, but it would be nice to have more ethnic recipes to include. The book will be posted on the web, but a paper copy may be produced if there is enough of a demand for it. It is hoped that the project will be ready for publication before the end of June.

~ **Pitch-ins** - Members are still interested in having pitch-in lunches, so it was decided to have another one in February. The exact details will be worked out and announced later.

Old Business

Minutes from previous meeting

~ Minutes from the November 2005 meeting were approved as written.

Attendees

Karen Proctor
Bruce Bates
Margaret Vollmer
Lee McLaughlin
Greg Mobley
Kathy Logan
Matthew Radican
Teresa McCurry
James Kendrick
Jan Canganelli
Sharon Fish
Becky Mock
Jennifer James
Rich Wing
Natasha Soloman
Greg Whitley
Debra Brookhart

Meeting adjourned 1:25 pm

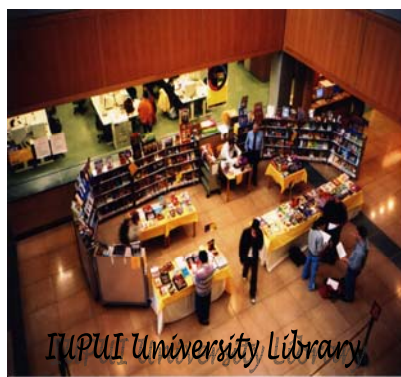
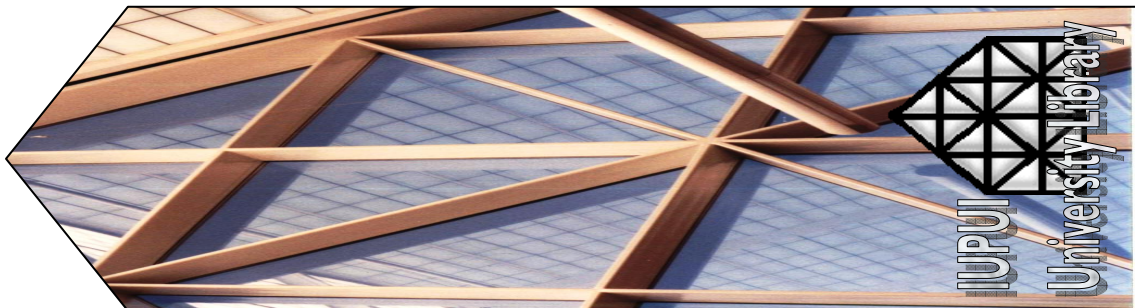
1 Attendee schedule for ULSG representation to the Leadership Team Meetings.

IUPUI University Library
LEADERSHIP TEAM SCHEDULE
January – June, 2006

All meetings will take place at 10:00 a.m. in UL 2115E. David Lewis will facilitate and Lee McLaughlin will record, unless otherwise announced.

January 12 Sharon Fish	May 4 Sharon Fish
January 26 Matthew Radican	May 18 Sharon Fish
February 9 Jan Canganelli	June 1 Teresa Mccurry
February 23 Teresa Mccurry	June 15 Becky Mock
March 9 Jan Canganelli	June 29 Sharon Fish
March 23 Matthew Radican	
April 6 Becky Mock	
April 20 James Kendrick	

2 Bookmark / Magnet samples



3 Bank Deposit requirements.

BUSINESS CHECKING Fee Schedule

Business accounts with a high volume of activity may be better suited for "Business Checking" due to the lower fees per transaction. Account activity is determined by transactions on all savings and checking products (not just checking). Unlike Small Business Checking, transaction fees begin to accrue, based on the fee schedule below, with the first transaction.

Account Maintenance: \$10.00 per month.

Debits or Checks: \$0.12 for each debit or check in the month.

Deposits or Credits: \$0.20 for each deposit or credit in the month.

Items Deposited: \$0.03 for each on-us item deposited in the month; \$0.07 for each transit item deposited in the month.

Coin Withdrawal: \$0.07 per roll of coin.

Coin Deposit: 5% of coin total.

Currency: \$0.20 per strap of currency deposited or withdrawn.

Negative Collected Balance Charge: Based on a rate (3% above the WSJ Prime) applied to the checking account's negative collected balances.

Earnings Credit: Based on an internal rate applied to the checking account's daily collected balance. The earnings credit will offset accrued fees for the month but will not result in actual dividends paid. In a month where the earnings credit exceeds accrued fees, no Business Checking Fee will be charged. If accrued fees exceed the earnings credit, the net difference (Business Checking Fee) will be charged to the checking account in the next month. An account analysis statement will be mailed each month detailing account activity and fees assessed, if any, for the prior month.

Business Checking is subject to the same fees as our personal accounts, except the Low-Usage Fee does not apply. Ask a branch representative for a current Fee Disclosure to review the fees that may apply.



SMALL BUSINESS CHECKING Fee Schedule

"Small Business Checking" is designed for business accounts with limited activity. Account activity is determined by transactions on all savings and checking products (not just checking). Each month, these accounts are allowed a number of "free" transactions. Fees accrue for transactions above the maximum allowed, based on the fee schedule below.

Account Maintenance: \$7.50 per month, if the low monthly collected balance in checking is below \$2,500.

Debits or Checks: First 40 at no charge, then \$0.25 for each debit or check over 40 in the month.

Deposits or Credits: First 10 at no charge, then \$0.25 for each deposit or credit over 10 in the month.

Items Deposited: First 50 at no charge, then \$0.25 for each item deposited over 50 in the month.

Coin Withdrawal: \$0.07 per roll of coin.

Coin Deposit: 5% of coin total.

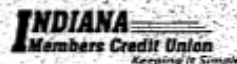
Currency: \$0.20 per strap of currency deposited or withdrawn.

Negative Collected Balance Charge: Based on a rate (3% above the WSJ Prime) applied to the checking account's negative collected balances.

Earnings Credit: Based on an internal rate applied to the checking account's daily collected balance. The earnings credit will offset accrued fees for the month but will not result in actual dividends paid. In a month where the earnings credit exceeds accrued fees, no Business Checking Fee will be charged. If accrued fees exceed the earnings credit, the net difference (Business Checking Fee) will be charged to the checking account in the next month. An account analysis statement will be mailed each month detailing account activity and fees assessed, if any, for the prior month.

Small Business Checking is subject to the same fees as our personal accounts, except the Low-Usage Fee does not apply. Ask a branch representative for a current Fee Disclosure to review the fees that may apply.

6/04



ULSG

Tuesday, March 14, 2006 1:00 pm / UL1126

Meeting Minutes

The meeting started at 1:00 pm.

New Business

Jan Canganelli ~ Jan opened the meeting by asking for updates from the Committee leaders.

~ Jan discussed the Leadership Team Retreat that will be held on April 16. Per David Lewis, the only person allowed to represent the ULSG will be Jan. Jan asked that if anyone had any concerns they wanted her to voice during the Retreat to send them to her via e-mail.

~ Jan asked if anyone had any other suggestion for improving the ULSG. Glenda Armstrong mentioned that as new employees are hired they should be told about the ULSG questionnaire that Sharon Fish had made. Sharon indicated that she will strive to keep everyone updated

Committee Reports

Jan Canganelli **Development & Training**

James Kendrick **Fundraising**

~ James discussed the upcoming Bookmark & Magnet Sale. It will be held on 3/23/06 from 2:00 - 4:00 p.m. in UL 1116. The price of the bookmarks will be \$1.00 & magnets will cost \$1.50.

Sharon Fish **Rewards & Recognition**

~ Sharon announced that the *ULSG member-of-the-month* is Kathy Logan.

Teresa McCurry **Social Activities**

~ Teresa discussed the on-going Cook Book project. She is still getting new recipes. She has gone to individual members to ask for specific recipes. Teresa reported that we should be having another Pitch-In Lunch just after Easter weekend. A date will be finalized soon.

Matthew Radican **Election Committee**

~ Matthew discussed the upcoming ULSG election. The finalized ballot must be ready by April 9. There is a candidate for each of the 4 offices.

They candidates are:

Greg Mobley - President

James Kendrick - Vice President

Debra Brookhart - Secretary

Becky Sutherland - Treasurer

The meeting adjourned at 1:26 p.m

Attendees

Jan Canganeli
Glenda Armstrong
James Kendrick
Lee McLaughlin
Becky Sutherland
Sharon Fish
Margaret Vollmer
Cheryl Cockrum
Greg Mobley
Karen Proctor
Kathy Logan
Bruce Bates
Richard Wing
Matthew Radican
Teresa McCurry

Minutes submitted by Matthew Radican (substituting for Rebecca Mock)

ULSG Minutes

Thursday, May 11, 2006 1:00 pm / UL1116

Election of Officers

New Business

Jan started the meeting at 1:05 pm

- Jan Canganelli
- ~ The ULSG Election of Officers for the 2006-2008 term. The ballots were passed out and collected. Members of the Election Committee Matthew Radican, Kathy Logan, and Lee McLaughlin took the ballots to Lee's office to count the ballots. The final results were: Greg Mobley is the new President; James Kendrick is the new Vice President; Debra Brookhart is the new Secretary; and Becky Sutherland is the new Treasurer.
 - ~ The new Officers will be invited to attend the last ULSG-EC meeting of the old Officers in June.

Committee Reports

Development & Training

~ no report.

James Kendrick Fundraising

~ James said he had 17 bookmarks left to be sold from the Bookmark/Magnet Sale. The new, reduced price is \$0.75 each.

Sharon Fish Rewards & Recognition

~ Sharon introduced Tom Polzin to the Group; he is Access Services Security Team member.
~ Sharon announced that Shelanda Graham is the *ULSG Member of the Month for May/June 2006*. Shelanda was presented with a certificate and coffee mug later in the meeting.

Teresa McCurry Social Activities

~ Teresa talked about the ULSG Cookbook Project. She is continuing to receive recipes. The deadline for recipe submission is now May 26th. Teresa wants to have the book finalized by mid-June. It will be released both in paper and electronic format.

Old Business ~ no old business.

Attendees

Minutes submitted by Matthew Radican (substituting for Rebecca Mock)

The meeting was adjourned at 1:22 pm.

ULSG Bi-Monthly Meeting, July 11, 2006

Attendees:

James Allen
Debra Brookhart
Greg Mobley
Cheryl Cockrum
Sharon Fish
James Kendrick
Jennifer James
Matt Radican
Lee McLaughlin
Teresa McCurry
Kathy Logan
Kevin Collier
Natasha Solomon
Ed Mandity
Glenda Armstrong
Becky Sutherland

*Minutes of the May 2006 meeting approved

*Committees

Social Activities:

An online cookbook will be released in a few weeks with the resolution of some technical problems.

A blood drive will be held on July 26 in UL1126 from 10am - 2pm. This is the third year of ULSG sponsorship. We need volunteers to help people sign in.

Treasurer Report:

Becky S. wants to clarify how much money in the Staff Project Fund is allocated to ULSG and how much belongs to ULFO. Greg will meet with the ULFO president to see if they have any ideas for spending the money jointly.

Petty Cash	\$226.75
Foundation Acct.	
Project Fund	\$1,400.00

Rewards and Recognition

No report.

*Volunteers!!

The executive committee is asking for volunteers for four standing committees.

*Social Activities: No volunteers - EC will send out an email

*Training and Development: Matt Radican

*Fundraising: No volunteers - EC will send out an email and Becky S. will talk to a couple of possibilities

*Budgetary Advisory: Lee McLaughlin and Kathy Logan

*Scholarship Fund

The Executive Committee put forth the idea for the creation of a ULSG Scholarship for a student worker. The general preference of the group was for a book stipend since the bookstore will match the dollar amount. Becky S. made a motion to proceed with the creation of the scholarship. Glenda A. seconded.

The next step is to put together a committee to create the process for selection, requirements, and amount. Volunteers for the committee are: Cheryl C., Becky S., Kevin C. A general call for volunteers will also be sent out in an email.

Ed G. is in charge of a scholarship for students who use the library for research - we could also consult with him to see how that process works.

*Other Business

Back Pack Attack - Kathy thanks everyone for their contributions. Back Pack Attack ends July 28th. They are trying to cover all IPS schools this year rather than selected schools. Boxes are located in the 1st Floor Lobby, UL1115, and on 2nd Floor across from Access. Donations are tax deductible.

Meeting Adjourned 2pm

ULSG Bi-Monthly Meeting
September 12, 2006

Attendees:

Greg Mobley
James Kendrick
Becky Sutherland
Debra Brookhart
Karen Proctor
Matt Radican
Jennifer James
Margaret Volmer
Lee McLaughlin

Since there was not a quorum at this meeting, nothing was voted on. We did share information about items of importance to members.

1. Committees
 - a. Social Activities – We will plan to do a food adventure of some sort with apples and pumpkins in October. Teresa is still working on the cookbook.
 - b. Treasurer –
 - \$1543.76 staff project fund
 - \$190.75 petty cash
 - \$125.00 Frankenstein
 - c. Training and Development – Matt will send out a message about upcoming UITS training. It was also suggested that we get input from those attending the training to get a better understanding of its usefulness.
 - d. Recognition and Rewards – James and Jan are going to meet next week.
 - e. Scholarship Committee – They haven't met yet. Becky will set up a meeting within the next few days. Because of busy schedules its difficult to meet. They will shoot for a Fall 2007 award.
 - f. Budgetary Advisory – The library will finish 2005/06 in the black.
2. We had a brief discussion about the use of the Staff Project Fund and what we might use it for. Ideas included:
 - a. Funding the end of semester party
 - b. An award board for library staff
 - c. Silk plants for the staff lounge
 - d. A water cooler for staff
 - e. Staff retreat
 - f. Buying tickets for staff to attend a sporting event
 - g. A staff event for families to attend

ULSG General Meeting
November 14, 2006

25 Attendees:

Greg Mobley
Debra Brookhart
Rebecca Mock
Karen Proctor
Kathy Logan
Ed Mandity
Greg Whitley
Matthew Radican
Lee McLaughlin
Natasha Solomon
Cheryl Cockrum
Jennifer James
Becky Sutherland
Cathy McClure
James Kendrick
John Cooper
Margaret Vollmer
Kim Sorrell
Glenda Armstrong
Teresa McCurry
Jan Canganelli
Sharon Fish
Tom Polzin
Sharon Pratt
Raymond Dunaway

1. Minutes for July and September General Meetings approved.
2. Committee Reports
 - a. Finance Committee
 - i. Staff Project Fund \$1700.52
 - ii. Petty Cash \$150.25
 - iii. Frankenstein \$125.00
 - b. Scholarship Committee
 - i. The Committee held its first meeting in October. They discussed the timing, frequency, and criteria for the award. They also looked at the number of awards that should be given and are planning for the first awards to be given in Fall 2007.
 - c. Training and Development
 - i. UITS will have a new listing of training for Spring 2007 shortly.
 - d. Rewards and Recognition

- i. James and Jan attended a workshop on rewards and recognition. James also found a book that should offer some new ideas. If anyone has any ideas or suggestions, please send James or Jan an email.
 - e. Social Activities
 - i. Planning has begun for the End of Semester Party on December 14th in the Student Lounge.
 - f. Budgetary Advisory Committee
 - i. No new information is available on the budget, but projections suggest the library will end the year in the black.
- 3. Jam the Jaguars Bus
 - a. Kathy has close to 5 boxes of donated items gathered. She extended thanks to those who gave. The deadline is noon on November 21st.
- 4. Cookbook – Teresa
 - a. Matt will put the cookbook online on the ULSG webpage the week of November 27th. Teresa will have hard copies available for those who are interested. Currently, it contains over 60 recipes.
- 5. Scholastic Book Fair
 - a. The library isn't doing the basketball portion this year, but is continuing the Scholastic portion. We are partnering with SLIS and the School of Education. The book trucks will arrive on Friday if anyone would like to help set up.
 - b. We are sponsoring Crispus Attucks Middle School.
 - c. Volunteers will be eligible to win one of three \$15.00 shopping sprees.
- 6. Proposed Amendment on the "Death Clause."
 - a. According to the bylaws if there is not an attendance of at least 15 people at three general meetings in a row, the ULSG will cease to exist. We did not reach the minimum at the last meeting. The amendment proposes to remove this clause from the bylaws while maintaining the quorum of 15 to hold an "official" meeting and vote.
 - b. The discussion moved toward the idea that perhaps we need to reduce the number of meetings per year from 6 to 4. Members requested that the Executive Committee write up an amendment reducing the number of meetings per year to 4. Glenda requested that we leave the "as needed" clause allowing us to call meetings if something should arise. All agreed.
 - c. There was concern that removing the "death clause" from the bylaws would make the organization lax.
 - d. Kim asked if we would continue to have the meeting announcement sent in the form of a meeting request and if it would remain at 3:00pm? We will continue to send out the announcement as a meeting request – many thanks to Raymond for the suggestion.

- e. Motion was made to approve the amendment that removes Article VI, Section D, number 3 from the bylaws. The motion passed 22 to 3.
- 7. Staff Project Fund for a Family Night
 - a. The ULFO and Dean Lewis liked the idea of a family night and suggested a good time to hold it would be August. Concern was voiced that this might interfere with children returning to school and the group will recommend a time in early August rather than mid to late August.
 - b. Activities might include films in the auditorium, indoor and outdoor games, and food.
 - c. Please send the Executive Committee any suggestions you might have.
- 8. Other Business
 - a. Everyone liked the meeting time and we will try to use 3:00pm.
- 9. Door Prize Winner – Kathy Logan. Congrats!!
 - a. In order to continue having door prizes, we need to do fundraiser because the money must come out of petty cash rather than our foundation accounts.
 - b. Becky needs help on the fundraising committee.

Meeting adjourned at 3:40pm.

Respectfully submitted,
Debra Brookhart
ULSG Secretary