

ULSG Executive Committee  
January 23, 2007

Attendance: Becky, Debra, Greg, Karen, Matt

1. Approved minutes of last meeting
2. Committee Reports
  - a. Finance: same as last month. Becky is meeting with James K. and Kim Sorrell about the Campus Campaign.
  - b. Social Activities: nothing to report
  - c. Training and Development: Matt emailed Human Resources about finding something available to follow up on the Communications Workshop from Team Week.
3. Finding a new Vice President
  - a. The bylaws state the Executive Committee appoints someone but doesn't say how. The appointment is approved by the membership at the next general meeting. Greg will send out an email asking for volunteers. If we get more than one person, we'll draw a name out of a hat. If we get just one volunteer, they'll get it by default.
  - b. We need to start thinking about how votes are done. Perhaps a stipulation for email ballots in the bylaws.
4. Family Night
  - a. We need a committee of three volunteers to help plan the Family Night. Karen will be on the committee and send out a call for two other volunteers.
5. Greg's Meeting with the Dean
  - a. The meeting was pretty short. They discussed James' resignation from the Executive Committee and the Family Night.
6. New Business
  - a. Staff Council is looking into short-term disability insurance for employees. Perhaps taking a poll of UL would prove useful in their efforts. Another thought is to poll staff about the new coffee bar – what works and what doesn't. Chartwells seems pretty open to suggestions from the university community.
  - b. We will think about the polls and decide who might want to take the lead in it.

ULSG Executive Committee  
March 1, 2007

Attendees: Becky, Debra, Greg, Karen, Matt, Teresa

1. Minutes of previous meeting approved.
2. Committee Reports
  - a. Finance Committee
    - Staff Project Fund \$1631.40
    - Petty Cash \$150.75
  - b. Campus Campaign Committee
    - Becky is part of that committee and has been visiting different teams to discuss the campaign – the Staff Project Fund is one of the funds the campaign is highlighting.
  - c. Training and Development Committee
    - We discussed the possibility of having Client Support or Opps do a training session on the new Office 2007 deployment. It has also been suggested that we look into holding another session on the new voice mail system since everyone will have to switch over soon.
  - d. Social Activities Committee
    - Kim Sorrell has volunteered to be on the committee for the UL family night.
  - e. Rewards and Recognition
    - One way to promote moral and recognize someone for being helpful is quali-grams. This is a little card to give if you “catch a co-worker doing good.” We would put them together and have a drawing once a month for a free dinner. Teresa will send out something to the E.C.
3. Greg’s meeting with the Dean
  - They talked about the possibility of training if the group finds something it feels is important. He will fund it. They also discussed the “snow day” issue. The dean feels the campus has gotten the message that there needs to be a clear message sent.
4. Scholarship Committee
  - Becky asked if someone else could chair the committee and Greg offered to take on the responsibility. He will try to set up a meeting for March/early April.
5. Survey discussion from January meeting
  - a. Short-term disability for staff – response was positive, but the question now is whether Bloomington will slow down the process. We will get more current information after the next Staff Council Meeting.

b. Do we want to conduct a survey on the Chartwell's service in the library?  
Greg will send out a message asking for comments to libbuild.

6. New Business – none

## ULSG Executive Committee Meeting

April 11, 2007

Attendees: Becky, Debra, Greg, Karen, Matt

1. Minutes of January meeting approved
2. Committee Reports
  - a. Social Activities – Karen is working on a theme for an April or May activity
  - b. Training and Development – Matt wants to find more articles to add to the website
  - c. Finance – Staff Project Fund total: \$1660.10
3. Family Night
  - a. The committee has met. The plans are to have the meat catered (or get a grill to do burgers) and have a pitch-in for sides and desserts. Anything catered will have to be Chartwells. We will also need to be sure to check on the campus food regulations to be sure that we do not violate any policies.
  - b. Game suggestions included Trivial Pursuit and outdoor games.
  - c. We will need volunteers for set-up, clean-up, etc. and will need to pull together a budget.
4. May General Meeting:
  - a. Agenda
    - i. Minute approval
    - ii. Committee Reports
    - iii. Update on Family Night
    - iv. Three volunteers for the Budgetary Advisory Committee
    - v. Gage interest in doing an Indians game
5. No new business

ULSG Executive Committee Meeting  
July 5, 2007

Attendees: Debra, Greg, Karen, Matt, Teresa

1. Minutes of last meeting approved

2. Committee Reports

a. Rewards and Recognition: Teresa distributed "Got-You-Gram" for EC approval. We discussed when and what prize could be awarded and decided to give one prize at each General Meeting by drawing a name from the participants. Teresa will check with Becky to see what might be feasible as a prize. Teresa will send it out to ULSG.

b. Development and Training: Matt will send out a reminder about new fiscal year and development money. He wants to contact UITS about a workshop on the new phone system. Perhaps something in August between sessions.

c. Social Activities: Karen hasn't anything new to report. She is serving on the Family Night at the Library committee and details will be forthcoming.

3. Family Night

The Chancellor nixed the BYOB idea – so the event is non-alcoholic. Chartwells never returned Steve Towne's calls about renting a grill, so they will send out a call for grills from the staff. It was suggested they might look into renting a grill from someone other than Chartwells. The event will be held on August 17 starting at 5pm.

4. Scholarship Committee

John Cooper has created a draft of the application. The library will offer \$250.00 to 4 recipients and the bookstore will match the amount making the award a total of \$500.00. The application will be due October 1<sup>st</sup> and winners will be selected by October 15<sup>th</sup>. The application will be placed on the library website. Greg will pass out the application to the E.C. for approval, then send it to David and the Leadership Team. The committee hopes to make it a Fall Award. There is a desire to also make sure the students get recognized. One thought is to have a reception during the End of Semester Party or an hour-long something in the staff lounge. Perhaps use the Frankenstein money for cookies and punch. We could also have David and a representative from the bookstore say a few words. We could also make the announcement in the Gateway, Inside IUPUI, etc.

5. New Business

- \* The Blood Drive is scheduled for August 30th, 10am-2pm. We will get 4 beds
- \* Volunteers for the Budgetary Advisory Committee: John Cooper, Debra, Teresa (replace Lee)
- \* We might need volunteers for the Diversity Council
- \* David wants both librarians and staff person represented for his administrative review

\* It was suggested that we invite David to the next General Meeting to talk about and answer questions about his vision for the library.

ULSG Executive Committee Meeting  
August 9, 2007

Attendees: Becky, Debra, Greg, Karen, Matt, Teresa

1. Minutes of July approved per switch of #5 to read "Blood Drive Thursday, August 30<sup>th</sup>."

2. Committee Reports

a. Rewards and Recognition:

The Got-You-Gram did not get out to the rest of the ULSG. Teresa and Becky need to get together to discuss the types of prizes that can be given. Teresa will be able to report outcome at the August General Meeting.

b. Finance:

Petty Cash - @\$150.00

c. Training and Development:

Becky sent out staff members' available professional development money. Matt contacted UITS and mentioned another training session on the new phone system. They are currently swamped and several weeks behind. They suggested he contact them again about a month into the semester.

d. Social Activities:

Family Night will include hot dogs and hamburgers. No one has offered any grills yet. The outside tables will be moved to the back of the library near the fountain. There will be no planned games and everyone is asked to bring a side dish.

3. Irwin Award:

Everything is sent in for the award and notification should occur in September.

4. David's Review:

Trudy Banta has requested names from both ULFO and ULSG. ULSG will be represented, but we do not know how many members will serve. They should begin discussions sometime in the fall semester and end April/May 2008.

5. Blood Drive:

We will need volunteers to man tables. Teresa has received any posters or sign-up sheets yet, but she will post them as soon as she receives them.

6. General Meeting:

Agenda:

1. David's Presentation
2. Approval of Minutes

3. Committee Reports
4. Blood Drive
5. Family Night
6. Update on the Diversity Council
7. Other Business

7. Scholarship Committee:

The application form is complete. David has seen an earlier version. The committee will send him the updated/final version and probably show it to the Leadership Council and Management Team. It will be four \$500 awards to use at the bookstore. Applications will be due on October 1<sup>st</sup>. A three-person selection committee (1 ULFO, 2 ULSG) will make the selections. We should try to get individuals who do not work directly with the students to serve on the committee. Winners will be chosen by October 15<sup>th</sup> and the Student Awards Office needs to be informed by November 1<sup>st</sup>.

We should consider having a ceremony in the Staff Lounge, a piece in the Gateway, and inform Communications and Marketing.

8. Other Business:

Perhaps ULSG should look into selling a UL Cookbook. If we get on it, we can begin selling in time for the November/December holiday season. We need to look into the cost of printing and binding. Teresa will make a call for more recipes.



ULSG Executive Committee Meeting  
September 25, 2007

Attendees: Becky, Debra, Greg, Matt, Teresa

1. Minutes of previous meeting approved.
2. Committee Reports

- a. Rewards and Recognition:

Teresa has received a few Got-You-Grams. The EC needs to discuss prizes. It was suggested that we give the winner of the drawing a \$10.00 gift card for lunch or something like that.

The Blood Drive had 24 successful donors and a very good turnout.

- b. Finance:

\$1649.23 Staff Project Fund

\$150.25 Petty Cash

\$125.00 Frankenstein

- c. Social Activities:

Karen suggested doing a library chili pitch-in during November possibly during the week that the Team Leader training is occurring. She will send out a message.

Another suggestion was to use the chili pitch-in for the End of Semester party.

- d. Training and Development:

Matt thought about having some kind of training during the November Team Leader activity. Suggestions included the new phone system.

3. ULSG Scholarship:

No applications have been received and the deadline is October 1<sup>st</sup>. We will need to decide when we want to do the recognition – possibly using the Frankenstein money for cookies and punch.

ULSG Executive Committee Meeting  
November 5, 2007

Attendees: Greg, Karen, Matt, Debra, Becky

1. Minutes of last meeting approved.
2. Committee Reports
  - a. Finance: The Staff Project Fund has \$1710.34 in savings.
  - b. Social Activities: Karen will find a date and send a message to libstaff about the Chili event to gauge interest. We will also consider asking for donations to contribute to the library's adopted Christmas family.
  - c. Training and Development: Matt is working on getting someone in to talk about the phone system.
3. Scholarship winners' reception

We might not be able to find a time when all of the recipients can be here for a reception at the same time. Monday between 4 and 5 seems to be the only time when at least 3 of the winners can be here. We will plan on having it the Monday after Thanksgiving (November 26). We also will plan to use the Frankenstein money to purchase cookies and punch. Greg will email David to see if he can attend at that time.
4. End of Semester Party

Greg will talk to Karen Zimmerman about putting a committee together.
5. Other business

None.

ULSG Executive Committee Meeting  
December 13, 2007

Attendees: Becky, Debra, Greg, Karen, Matt, Teresa

1. Minutes of last meeting approved
2. Committee Reports
  - a. Rewards and Recognition:
    - i. Got-You-Grams – the plan is to have a drawing at the next general meeting. The winner will receive a \$10.00 gift card. Becky will call and find out if the Sports Bar has gift cards. If they don't have cards, we'll get one from Noodles & Co.
  - b. Finance Committee:
    - i. Staff Project Fund - \$1776.61
  - c. Social Activities:
    - i. End of Semester Party went well. No new activities have been planned.
  - d. Training and Development:
    - i. Matt is still working on getting someone to come to the library to do phone training.
    - ii. Another plan is to have CST do some training for staff.
3. Student Scholarship Winner Gift Cards
  - a. The gift cards can actually be used to purchase any item in the bookstore. One alternative offered by the bookstore is to house the cards there and have the student "check in" to purchase their classroom materials. This is what is done for the athletics students.
  - b. Greg will send a message to the scholarship committee to discuss.
  - c. Becky will email the scholarship winners and supervisors so they can pick up their cards.
4. January General Meeting
  - a. Agenda
    - i. Approve minutes
    - ii. Committee Reports
    - iii. Election Committee
    - iv. Update on David's Review
    - v. Possible new projects for ULSG
    - vi. New Staff
    - vii. Other business