

**ULFO Meeting
March 10, 2005
UL 1116 1:30pm**

Present: Karen Janke (President), Karen Zimmerman, Robin Crumrin, Joe Harmon, Ed Gonzalez, Mary Stanley, Todd Daniels-Howell, Dolores Hoyt, Brenda Burk, Ann O'Bryan, Emily Dill, Fran Huehls, May Jafari, Mary Beth Minick, Jim Baldwin, Randall Halverson, Bill Orme, David Lewis, Stephen Towne (Secretary)

The meeting was called to order at 1:38pm.

The agenda for the meeting was approved with no changes.

The minutes of the February 8 ULFO meeting were approved with no amendments.

Critical Announcements. Emily Dill reminded members to make nominations and self-nominations for ULFO President and Secretary and membership to the Primary Peer Review Committee to the Nominating Committee. She also reminded those present of nominations for the Trustees Teaching Award. Ed Gonzalez noted that the Academic Affairs Committee was examining Principals of Undergraduate Learning (PUL). Randall Halverson also reminded members that the Library Faculty organization are seeking nominations as well. Ann O'Bryan noted that a national satellite broadcast on digital libraries will be viewed in the UL Auditorium on March 16. Robin Crumrin reminded librarians to get their book orders to Acquisitions before the April deadline; also, Indiana University-Bloomington libraries will be coming out with a new version of Unicorn. Dolores Hoyt requested that team leaders need to ascertain who on their teams wish to get PDAs (Personal Digital Assistants).

Committee Reports.

Primary Peer Review Committee. Crumrin reported on changes to the Peer Review Committee's organization, membership, and procedures (see attachments). These revisions were presented to the members. Discussion on the revisions ensued, first on the "Membership and Structure" of the committee and the "Officers and Terms" of the committee. After discussion, the revisions were put to a vote and passed.

Old Business.

Responsibilities and Obligations Document. Members discussed the strengthening of language in the document to employ "should" instead of "may." David Lewis suggested it is useful to have the document available for use for a variety of reasons: 1) guidance for librarians, and 2) to reinforce the idea that the primary purpose of our work is to meet the needs of the Library. Mary Beth Minick suggested that the document seems to be more about time than responsibilities toward the Library. After discussion, Lewis said he will make revisions and bring the document back to the ULFO at the April meeting.

New Business.

Merit Increases. Lewis discussed merit salary increases with those present, explaining the process followed to establish salary increases. He concluded that the best guess is that there will be a 2 per cent merit pool available (i.e., 2 per cent of total librarians salaries). Salary adjustments must be made when librarians are promoted. Members present raised questions about the proper weighting of performance, professional development, and service elements of the librarian's total employment. Lewis noted that he was happy to entertain suggestions from ULFO regarding the proper weighting to be taken into account for merit salary increases.

Accounts. Karen Janke brought up the question of what to do with small amounts of money currently in two accounts: the "12 account" with about \$52 in it, and the "UL staff projects fund account" with about \$170 from ULFO and \$20 from ULSG. After discussion, those present agreed that the funds should be used for refreshments and food.

The meeting adjourned at 2:42pm.