

ULSG Executive Committee Meeting, January 22, 2004

Attendees: Cheryl, Debra, James, Karen, Matt, Teresa

- I. November Minutes – approved
December Minutes – approved
- II. Committees
 - a. Social Activities – No National Trivia Day and Dawn is in charge of March fun
 - b. Recognition – next month committee is planning to start ULSG member profile for the intranet page. 2 members will be profiled each month. How do we cover the new employees? Do we do everyone at once or two at a time? Decided to do all the staff at once and add links for each person. The committee decided to do a link off the website to highlight new employees.
 - c. Budgetary Advisory Committee – reviewing long-range plans. New people will need to be appointed this summer or at the end of the year.
- III. Election – 2 nominees so far, Matt will send out an email reminding people
- IV. John Cooper is interested in taking over the ULSG intranet page. We are looking into adding articles from Library Mosaic

ULSG Executive Committee Meeting, February 26, 2004

Attendance: Cheryl, Debra, James, Karen, Matt, Teresa

January minutes approved with corrections

- I. General Meeting is on March 9th 11:30-1:30 in 1126. The Staff Profiles for the website are almost ready to load, so we will show the ULSG at that time. We will also show the questionnaire at that time.
- II. Social Activities. St. Patrick's Day party at the General Meeting will have an Irish food theme.
- III. Recognition. Jan had an informal conversation with David Lewis about getting money for a recognition/moral booster for ULSG members. Davis suggested James and Jan talk with Mary Stanley. The library would be willing to give about \$200.
- IV. Responsibilities of standing committees. Discussion on how issues are brought before the Executive Committee and standing committees and how things are disseminated to the rest of the ULSG. Information will be shared with the whole ULSG before action is taken.
- V. New Information/Business – None
- VI. Old Business – Election
 - a. Nominees: Sharon F. for Vice President and Jan for Secretary
 - b. Need candidates and ballots by April

ULSG Executive Committee Minutes, March 25, 2004

Attendees: Cheryl, Debra, Karen, Matt, Teresa

- I. Approval of Minutes
 - a. February 26, 2004, minutes approved with corrections
- II. Committee Reports
 - a. Fundraising – nothing new
 - b. Development and Training – working on questionnaire about training
 - c. Social Activities – IUCAT Scavenger Hunt, Karen will ask Ann to make sure we can use IUCAT. Will take place the Wednesday after Easter. She will take all of the correct answers and draw the names out of a hat. Winner will receive \$10.
- III. Election Committee
 - a. Confirmed nominations:
 - i. President: Jan Canganelli
 - ii. Vice President: Sharon Fish
 - iii. Treasurer: James Kendrick
 - iv. Secretary: ??
 - b. Nothing in bylaws says someone cannot run for 2 offices. The ULSG may need to think about adding something about this to the bylaws. The Election Committee will send out reminders about the upcoming election and have until April 7 to confirm the nominations. The Committee also talked about what to do if there were no candidates running for an office.
- IV. Old Business – none
- V. New Business
 - a. Cheryl – UITS is offering training in Outlook and we might want to promote to the ULSG members. There is no charge listed
 - b. Matt – It was suggested that we move the meeting times for the ULSG Group Meeting from the lunch hour in hopes of a better turnout. The May ULSG Meeting (May 12) will be held after the lunch hour.

ULSG Executive Committee Meeting, April 22, 2004

Attendees: Cheryl, Debra, James, Karen, Matt

- I. Minutes from March 25, 2004 approved with corrections (add Matt's name to the list of attendees)
- II. Committee Updates
 - a. Fundraising – paid \$5.00 to Karen for Scavenger Hunt
 - b. Training – still working on questionnaire
 - c. Social Activities – nothing new
 - d. Recognition and Rewards – nothing new – James will get with Jan and set up meeting with Mary Stanley
- III. Election Update
 - a. Candidates are:
 - i. President – Jan Canganelli
 - ii. Vice President – Sharon Fish
 - iii. Treasurer – James Kendrick
 - iv. Secretary – Becky Mock/Karen Young
 - b. Ballot is made and ready to go. They will be distributed on May 5th.
- IV. Old Business – None
- V. New Business – Invite new officers to the May and June Executive Committee meetings. Current officers' terms end at the end of June. May ULSG meeting will be held on May 12th at 1:30 in UL1126.

ULSG Executive Committee Meeting, May 25, 2004

Attendees: Becky, Debra, James, Jan, Karen, Matt, Teresa

1. April 22nd minutes approved
2. Committee Reports
 - a. Training Committee – the committee is working on a survey. The draft may be sent out by the end of the week.
 - b. Fundraising – no report
 - c. Rewards and Recognition – the committee had a meeting with Mary Stanley about the key chains. She approved the order and Matt emailed the company to see if we were obligated to 50 to 100 or if we can order a number in between. The money will not come out of the ULSG funds. James expressed his regret for not getting further along on the member profile. He is willing to assist Sharon with the project when she takes over as committee chair.
 - d. Social Activities – brunch was a success – several teams were represented. The committee is considering a June picnic in front of the fountain on Wednesday, June 16. It will be a brown bag. A summer trip to an Indians game is considered for the summer (July/August).
3. Old business – clarification of bylaws and restatement of the need to keep the bylaws a work in progress.
4. New Business
 - a. Options for getting a camera: Access unofficially has one we might be able to use. Becky offered to borrow a camera and Jan might be able to get a disposable. Becky will let us know if there is a problem.
 - b. Donation of records to the archives – Debra spoke to Steve Towne about putting correspondence and meeting minutes in the archives for permanent retention.
 - c. Suggestion that the ULSG sponsor the Blood Drive in July – everyone agreed.
 - d. Follow-up on suggestion to eliminate the social activities committee
 - i. James is concerned about what this means. He believes it is an important aspect of the organization and should stay.
 - ii. In order to eliminate the committee, an amendment to the bylaws needs to be written.
 - iii. There is a need to know what the organization wants.
 - iv. What people see is the social stuff, not the rest of the things the ULSG has accomplished.
 - v. Matt will resend the list of accomplishments to the ULSG.
 - e. We need to send out a statement reminding members that is they have bylaws amendments and agenda items for the July 13th ULSG General Meeting.

Respectfully Submitted,
Debra Brookhart, ULSG Secretary

ULSG Executive Committee Minutes, June 24, 2004

Attendees: Becky, Debra, James, Karen, Matt, Sharon, Teresa

1. Minutes of 5/25/04 approved with corrections
2. Committee Reports
 - a. Training and Development – Matt passed out the ULSG Training Survey. New officers asked him to send it out prior to the ULSG July Meeting
 - b. Fundraising – no report
 - c. Rewards and Recognition – Matt ordered key chains but experienced a problem with purchasing. They are too close to being a hospitality item. Matt needs to talk to the head of purchasing in order to get approval. This person just left for vacation, so he is unable to say when they can be approved. The order was for 60 key chains.
 - d. Social Activities – The picnic got rained out and blown away. They moved to the staff lounge and had a nice turnout.
3. New business
 - a. Sharon Fish asked if we would man a voter registration table. The committee thought it was a good idea and the new committee will check with David about where it could be set up.
 - b. Community Board – The ULSG needs a volunteer soon (July 1st). Teresa will send out an email to the ULSG asking for a volunteer
 - c. The new executive committee Vice President Sharon Fish will send out an email asking for chairs for the social activities and training and development committees.
 - d. The officers discussed general procedures for the ULSG meetings and how they were organized.

ULSG-EC meeting minutes

Monday, August 2, 2004

2115 J

1:00 PM

New Business

Jan C. 

Communication

If anyone gets comments about the minutes, they are to send them to Becky so that I can tabulate them. It will be best to have one central point for this.

The election registration forms & the idea of having a registration table

Jan distributed a sheet printed from the 'Office of the Board of Voter Registration' site.

Manning the table will be strictly volunteer affair that people can do on their lunch-hour. There won't be much difficulty finding people, as quite a few people have already indicated they are interested in this project.

Jan picked up 200 registration forms at the Board.

With Mary Ann Shields willing to donate envelopes for the registrants to send in their forms, Bill Reik will create some mailing labels for the envelopes and the people can then send their applications into the Registration Office.

The "Vote Smart" materials will be coming in and going to Mary Ann, and the tables can be expanded to include the members of the ULSG.

These information materials, along with the registration forms will be provided to people who want to register, but it must be stressed that **they must mail in the forms themselves**, due to sensitive content (e.g.: SSN) required on the forms. That way no ULSG member will need to be involved in handling sensitive information

It was noted that **ONLY original registrations forms** can be used. No photocopied forms will be accepted by the registration board.

We have 3 options/opportunities to do this before elections:

1. During "Explore IUPUI" on September 18th will attract a lot of people throughout the community. That day there will be held a "Meet the artist" dedication ceremony for the newly installed art piece in UL entitled "the Dream, the Dreamer, and the Usher" which will draw a lot of people into UL.
2. August 25th, which is the first day of classes.
3. During the "Week of Welcome" (or Wild Week) which will attract a lot of student attention. Contact for this is Amy Johnson.

It was decided that we can set up the registration table in the connector hall to get the flow of people thru there, and be out of the way of any ceremonies.

Ideas for our next meeting (I'd like everyone's input here)

Jan asked that each Exec/ Committee Chair write up a very short summary of what you'd like to say at our Sept. 14th meeting, and give to her at the next EC meeting we will have before the General Meeting.

Old Business

Matt Radican has placed the order for the key chains. They should be here in time for distribution to members at the next general meeting.

Sharon Fish, as the Chair of the R&R committee will take delivery of the key chains and will be distributing them.

Committee updates

Karen Y. 🇺🇸 Development & Training

I propose to invite guests to speak at our ULSG meetings (particularly, those who might be interested in training and developing our group) to sort of introduce themselves to us and give a brief synopsis of what the training would involve should they sign up for it. If more people became aware of what they would be missing, they might be inclined to participate in it more readily.

The training sessions have been going well. There has been a lot of positive feedback from the participants.

Mike Cloer will be starting training sessions in Excel for those ULSG members who want it.

Kristi Palmer is going to give training in Metadata (Information about information)

Steve Schmidt wants to give a session on PowerPoint, but only an advanced course.

Fish and Becky were drafted to prepare an introductory short lesson on basic PowerPoint (Sharon will present while I will write and be her backup demo)

Bruce Bates will give a basic course in Photoshop.

Client support has already obtained the Mavis Beacon typing course and will be distributing this to those who indicated a wish to learn typing, or to improve their skills. The program perhaps will be rotated around to members as there are only 5 licenses purchased.

James K. 🇺🇸 Fundraising

James was not in attendance but he has talked with Elizabeth Hatcher of Dentistry who have a similar organization to see what they are doing in the area of fundraising

He talked with Kim to see what is/isn't allowed for projects.

Sharon F. 🇺🇸 Rewards & Recognition

Sharon and Kim had a meeting where they discussed creating a study , or survey, of the members as to what they want from the R&R committee.

Maybe make the rewards more individualized than general.

David Lewis said that maybe we could do this twice a year?

Jan is trying to get more ideas from other organizations/departments as to what they are doing in this area.

Fish has several rewards books she is reading

It was discussed that we ask teams 'what makes their teams successful?'

Survey the team members of good teams and find out how their leaders recognize the value of the members?

As example of good tem leaders: Vania, Renee.....can ask tem members what makes them a success so that lessons can be applied to other teams?

Teresa McC. 🇺🇸 Social Activities

Food is the best attractor to attendance at the meetings

This time around, Social Activity committee is going to scale-back activities in response to complaints that this is only a social organization.

So the social activities will start out slow and try scaling back the frivolity.

Karen Young observed that most of the activities centered around holidays which she will not attend, so maybe activities could involve other occasions?

One good idea discussed was "Get Rid Of Stress Day" which could be viewed as a healthful activity. The activities could tie-in "educational" values or work-related venues. Teresa will open up the floor to suggestions at the next meeting.

For the Blood Drive, we had 15 people give blood, with only 3 being turned away due to health concerns. Our quota was 19, so the ULSG did well.

Approval of June 24 minutes

Attendees: Fish, Sharon
McCurry, Teresa
Mock, Rebecca
Young, Karen

Next Meeting of ULSG:EC

Jan will set up time and place for the next meeting
Will take place shortly before the general meeting set for September 14th

Meeting ended 2:05 pm

mins submitted by ramock -ULSG sec'y
mins created: 13-Aug-04
mins corrected: 30-Aug-04
mins accepted
as corrected: 9-Sep-04

ULSG-EC meeting minutes

Thursday, September 9, 2004

Bussiness/SPEA breezeway

2:00 PM

Attended by: Jan Canganelli, Sharon Fish, James Kendrick, Teresa McCurry, Becky Mock, & Karen Young

New Business

- Jan C.
- The ULSG key chains have arrived and they will be passed out to the members at the next meeting on Sept 14th. Sharon had the box and showed us the key chains. They are pretty cool.
 - Jan spoke for Karen Y (who had an appointment), about the D&T so far. We have had successful classes taught in Word (Karen Y.), Excel (Mike C.)
 - We have upcoming classes in Word (Karen Y), Excel (Mike C), Metadata (Kristi P.), and Brenda B. has said she was willing to give a demo on what archives does with their materials. Also, Alice J. is asking members what they want for their computer security that her group can provide.
 - All the slots for the voter registration are filled, and Jan will be sending out the schedule when complete. Permission has been granted from Dean Lewis & Mary Ann Shields of External Relations to use the library breezeway to set up registration operations, and for members to staff the tables on library time (up to 1 hour).
 - Jan is going to meet with the Nursing group and discuss Rewards & Recognition as they apply it to their staff..

Becky M. **Scheduling of meeting dates**

- I polled ULSG-EC members about times availability for EC meetings. The most common factor was 2nd or 3rd Thursday of each month, around 2 or 3 pm. So, I will draw up a schedule of meeting dates, send it to Teresa for her to assign us rooms for the meets, then pass the schedule put to the EC members. It may have to be adjusted somewhat, but the by-laws do not mention specific dates for EC meetings, just that they must take place monthly.
- I also have drawn up a calendar of the regular ULSG meetings and agenda schedule, which I will distribute when finished.

Committee updates

Karen Y. **Development & Training**
see Jan's statements for this report.

James K. **Fundraising**

- This is a big issue for the ULSG if we are to have working money base for operations.
- James met with Kim Sorrell to discuss methods we can use to raise money for the organization. There are apparently no standard campus guidelines as a standard we can use. There are, however certain things we CANNOT use: a Bake sale, or anything having to do with food (probably due to health regulations and the likelihood of food poisoning?) We cannot have a raffle as this is considered gambling.
- If the fundraising events are held outside the Library, but within the IUPUI campus, then Mary Ann Shields must be notified, as this constitutes an External Relations concern. James wants to target the campus for fundraising functions.
- It was suggested in their meeting that rather than putting actual prices on whatever we have to sell, that we solicit "donations" for the items.
- James will bring before the members the questions of What we want to raise the money for, How to raise the money (given certain restrictions) and How to portion the raised capital to the different committees. Sharon F. suggested a certain % of the funds raised could be distributed to each committee (General working funds, Development & Training, Rewards & Recognition, and Social Activities), and the members can decide the values.
- Some ideas for fundraising items were suggested: jewelry, flowers, magnets could be sold to raise money. We need to poll the members for other ideas, get their input on pricing so that we can make a profit and show results.

• Teresa McC wanted to know how we can get the initial money to buy the things to sell to make the fundraiser? It was suggested that nominal membership dues would be appropriate in order to start the fundraising campaign.

• James will ask about this at the upcoming general meeting, and highlight what he and Matt R. found out on their trip to the Dental School's group and what they found successful in their efforts.

Sharon F. **Rewards & Recognition**

• Key chains are here, and they will be distributed at the meeting.

Teresa McC. **Social Activities**

• Teresa had a wonderful idea of getting a cookbook of the staff's favorite recepies together. There are a lot of people in the library who love to cook, and have great recepies they could share. The cookbook would take time to put together (maybe over the course of the next year) but would be a great project to highlight the staff. It also might provide funds for the group.

• Teresa has plans to question the members as to what activities they want from the ULSG. I guess we won't be doing the Halloween costume contest this year (dam)

minutes written: 10 September 2004
Minutes submitted: xx September 2004
Minutes corrected: 28 October 2004



October 21, 2004 ul2115j 2:00pm

EC Meeting Minutes

New Business

Jan C.

- ✚ I'll be on medical leave from Oct.22nd -Nov.15 ...making Sharon Fish the interim ULSG President while I'm away

This means Fish will be taking charge of the November meeting and also meeting with Dean Lewis to discuss the meeting outcome....per the FOCUS item below.

- ✚ As a result of his fruitful discussion with James regarding ULSG fund-raising yesterday, Dean Lewis is very interested in attending one of our upcoming general ULSG meetings...just to briefly chat about his interest in increasing our professional development allotment (very good news for us all).

- Dean Lewis is willing to allot more Library dollars (several thousand was mentioned) over the \$200 per diem for members, but wants to know that the monies *will be* used and have a clear idea *how* the money will be used. Therefore, members must *clearly decide* at the November meeting specific goals that the dollars would be put to use. Concrete examples must be decided to be taken to him after the meeting:



AI **FOCUS:** Question to pose to the members at the November meeting: **"If given more money for Professional Development, what would you do with it?"**

(One large concern is that PA's already get \$1000 for their development funds.....will the dollar distributions take into consideration this imbalance of allotment and rectify the gap for clericals?also seeing that few PA's attend ULSG meetings?)

Sharon will set up a meeting w/ DL thru Lee after the meeting to go over the decisions proposed by the membership.

- Dean Lewis will be attending our January ULSG meeting to discuss professional development opportunity for ULSG members.

- ✚ from David Lewis - Can the Specialists Group name two people to a committee to review the way the library handles professional development funding.

- Dean Lewis wants the ULSG to appoint/volunteer two members to coordinate with him on a review of professional development funds. We would do this process as a non-standing committee as per by-lays.

Committee updates

Karen Y.



Development & Training

- Karen Y. is very excited about learning new software (such as Access), but is finding it difficulties in finding additional peoples to teach such classes.

- Clarification of members' understanding of the meaning of "Professional Development" with regards to Dean Lewis' definition

We need to think about what "Professional Development" means to us, e.g.: the members of the ULSG as well as what it means to DL. We need to decide what we want in terms of training opportunities so that the data can be presented clearly and concisely to DL as measurable and concrete. To do this, at the next general ULSG meeting on Nov 9, 2004, **AI** we will poll the members to get their training needs....e.g.: will pass out post-it-notes and have the members write down 3 or 4 specific training desires (such as money for web design classes, specific workshops we would like to attend, etc)

James K.

Fundraising



◆ "Outcome of a talk with D Lewis" and our options at this point

■ James presented the ULSG-EC's ideas for fundraising to Dean Lewis in a meeting with him earlier this week. Lewis was "uncomfortable" with the idea of an 'Elephant or Rummage Sale' on the grounds of the library as it did not "represent the Library and what it stands for". Lewis did not like the idea of employees bringing in 'stuffs' from home into the library to sell, even though this would have been a great idea to start the ULSG off with seed money for other projects.

Although Lewis did not want such events run on the library grounds, he did not voice objections to such an event taking place off grounds.....so....just where does this leave us? If we (ULSG) want to put on a White Elephant, someone will have to volunteer to host the event at their premises, I guess.

■ If we want to do so, it was suggested that the ULSG could do what the ULOF does and have a used book sale.....maybe alternate six-month's timing after their sale

■ Dean Lewis will look into Campus guidelines for fundraising....having a sweet tooth, he suggested having a bake sale (but per previous conversations James K. and Matt R. had with the Dental organization, this might not be possible?) [but in a later conversation with James, he bought baked goods at a fundraiser from the School of Nursing, so.....hello?]

■ Money that Lewis is willing to produce from the Library Budget is for Development/Training, and *does not include* Reward & Recognition dollars, so we (the ULSG) *will still need to do some fundraising to cover expenses* wanted for this part of our functioning, as well as any "working capital" we might need for expenses (food for meetings, etc.)

Sharon F.

Rewards & Recognition



◆ "Discussion outcome of committee members S Fish & K Sorrell"

Kim Sorrell and Fish met to discuss possible ideas for rewards. Since we have no budget, we are looking at no-cost rewards. The two ideas that came up were the following:

◆ "Atta boy/Atta girl" - these would be postcards that ULSG members would write down words of encouragement (i.e. "Thank You", "Great Job", etc.) and hand them to other ULSG when he/she sees a member doing a good job (Minus side to this would be cost of postcards and no control over it; few might actually use while others put them away)

◆ A Recommendation Box for ULSG Member of the Month - A box would be in the staff lounge. People would write down name of member, what they did outstanding and when it occurred. We would either go through them, pick the best one out of the bunch and make them the ULSG member of the month and a note of consideration to other members who were in consideration for the reward; or we would just pick one name out of the box (Kim and I didn't discuss full guidelines - we were just coming up with ideas). (Discussion by EC members suggested that a random drawing might be more fair, and less of a popularity contest. Also, as Karen Y. pointed out, most of us have no idea what the other members do at their jobs, and it would be highly difficult to judge in this situation who is most deserving)

We would ask the ULSG member of the month for a picture and to fill out a questionnaire like what team he/she works for; what they do; favorite part of his/her job; why he/she likes to work at the library; favorite things (books; TV shows; movies; hobbies), etc. It would be fair game (no limits on when someone gets reward).

At the end of the year, the ULSG members that were recognized most that year would be in the running for ULSG Member of the Year. The reward would be a gift certificate or a pitch-in to recognize that person's achievements. The person would receive a certificate of thanks that would be signed by at least ULSG president and V.P. (would also like to get Dean Lewis and/or Mary Stanley to sign it).

AI At the next meeting, we will start recognizing new members to the organization once again. We had been doing this at past meetings, but somehow gotten away from doing so.

Something like this could be a good morale booster.

Teresa McC. Social Activities

☐ "Suggestion for possible ongoing civic group activity"?

AI ■ Karen Proctor has come up with an idea for the group to participate in if they want to do so...."Adopt-a-Platoon"



Many people have a relative in the service or know a person in the service and this would be a way to spread a little cheer to the soldiers. The web URL is below:

<http://www.adoptaplatoon.org/new/>

The platoon adoptions are more of a corporate thing, but the site also has opportunities for pen-pals and families to support individual soldiers.

Karen's proposal is that we use the individual soldier adoption plan. It is for a family to support a soldier by writing them one letter a week and sending one care package a month.

We can take a look at the web site and see what we think. Karen can answer questions if we have any. She figures the group has about 20 people that might want to participate and could split into two groups. Karen would be willing to take packages to the airport for delivery since she lives out that way

This could be an activity that could pull the membership together as a group, and might bring people back to meetings?

Old Business

might want to bring up at the November general meeting just what the ULSG has accomplished so far this term.

Approval of previous meeting minutes

Minutes of the Sept 9,2004 meeting approved as corrected

EC members attending:

Jan Canganelli, Sharon Fish, James Kendrick, Teresa McCurry, Becky Mock, Karen Young

AI = Agenda Item designated for the next ULSG meeting

EC Meeting Minutes

Rescheduled ~ Wednesday, 11/24/2004 / Room UL2115j / 2:00 pm

Attending: Fish, Kendrick, Mock

Meeting started 2:15 waiting ~Attending EC members decided to proceed with the meeting since it had been rescheduled once, even though there were only three EC members attending.

~Due to University Library OrgWeek activities, the January 2005 meeting of the ULSG will be scheduled for Tuesday, 1/04/05. This is in accordance with ULSG by-laws stipulating that when there is a UL OrgWeek, ULSG meeting must take place during the same week. At this meeting, Dean Lewis will address the members.

New Business

Sharon F. ~Fish met with Dean Lewis on Monday, 11/15/04 to discuss outcomes of ULSG meeting taken place on Wednesday, 11/09/04. He seemed impressed with the list compiled of what ULSG members wanted to do with professional development funds (PDF) allotted to them. The issues of PDF monies for Membership dues and money to audit classes are issues to be addressed by the task force he is creating to look into university policies. Encouraged ULSG to keep trying to find members within own ranks to teach for free. There is always a possibility to use the UITS classes available for larger groups of ULSG members. We should contact either Dean Lewis or Mary Stanley if a greater number of people want to take certain classes with the UITS. There are also INCOLSA classes available. DL wants members to USE their PDF dollars - we can always ask for more if needed. If a person runs out of PDF dollars, they can appeal to their team leader for more funds.

Committee updates

Karen Y. Development & Training

~no report

James K. Fundraising

~James K and Matt Radican want to set a date for a fundraising event for no later than February 2005.

They still like the idea of a rummage sale as this is a better starter with little ULSG money involved to get started. James may be able to inquire of his sister-in law of the possibility of using their church as a venue site.

There is also the possibility of having the book sale to raise money for the ULSG.

For the next year, James would like to have 4 to 5 fundraising events to build up a healthier bank account.

~James is also going to start giving us a monthly accounting of ULSG funds.

Sharon F. Rewards & Recognition

~Fish distributed a sample questionnaire she and Kim Sorrell have been working on together for use in gaining info to highlight members for recognition. This way, the R&R committee will know what types of rewards they can issue. For example, if a person's favorite food is ice cream, then possibly a certificate for free cream cone can be given in recognition. Information could also be used as a mini-bio for the recognition blurb on our web page.

Teresa McC. Social Activities

~no report (watching office for Lee who had to leave)

Old Business

~none

Approval of previous meeting minutes

Minutes for the 10/21/04 ULSG-EC meeting approved.

ULSG - EC Meeting

Thursday 12/16/04 UL2115j 2:00pm

attending: Canganelli, Fish, Kendrick, McCurry, Mock, Young

New Business

Jan C ~ first meeting for the new year, changed to fit into OrgWeek, will be Jan 4, 2005, Tuesday at 1:00pm

Committee reports

Karen
Young Development & Training

~Computer classrooms in the library are being renovated, so any classes we want to give to members will have to be put on hold.. Maybe we can take them up again in the summer sessions if there is enough interest in teaching and in learning.. Will have to wait till after the new year and see.

James
Kendrick Fundraising

~James wants to send out an e-mail to the members polling them about his fundraising ideas. He wants to question them:

~do they want a rummage sale?

~Does anyone know of a site where we could set up a rummage sale? (for FREE would be preferable!)

~James and Matt Radican are meeting Friday, 12/17, to keep working on ideas for raising money for the organization:

~bookmarks

~magnets

~"books & Bball"

Anyone has more ideas, send them to James.

~for the bake sale, we have Dean Lewis' approval, so now we need to get the necessary paper work to support it: "sanitary certificate" from University College (Lee McLaughlin was going to look into any papers we need.), we will also need the baked goods, and treat bags to seal up the stuffs.

Sharon
Fish Reward & Recognition

~Second draft of the R&R Q ready

ULSG Recognition Questionnaire

Name:

Department:

When started:

What is your educational background?

What is your favorite part of your job?

Why do you like working at the library?

What is your greatest contribution to the University Library or to your team?

What is your favorite hobby? (Please keep it clean...)?

What is your favorite book(s)?

What is your favorite movie(s)?

What is your favorite TV show(s)?

What is your favorite type of music?

What is your favorite type of food?

Other comments?

(Second draft)

~The idea behind the questionnaire is to get a little interesting background info on members so they can be recognized as part of the ULSG group. Info gathered such as faves can be used as guidelines when presenting rewards.....e.g.: fave food is ice cream, could give coupon for Baskin Robbins cone. Sharon welcomes any more ideas anyone else has on ways to recognize members of the organization

~Sharon and Kim have also toyed with the idea of a ULSG quarterly newsletter as a medium to highlight members and their contributions to the library, have a "What's happening" section to background interesting member info, maybe a "Dear Abby" type column for general questions pestering members for a solution....how to handle a problem?

~Wants to work up a Welcome Packet to send to Newbies - Welcome-to-the-family letter, Brief explanation of the ULSG and its' goals, etc.

~Some members have notified Fish that their key chains have fallen apart. We may need to see about returning them for replacements/repairs, but it may not be an option since they did not cost all that much. SJF will see about sending an e-mail to members asking how many have had problems with their key chains.

Teresa McCurry Social Activities

~Teresa will supply some food for the January meeting, as per her usual, but we can feel free to bring in something if we want to do so.

~The survey given to members regarding what the members thinks that the Social Activities committee should/should not do she will talk about at the next meeting when she has had time to collate results and develop a plan.

~At the January 2005 ULSG meeting, Teresa plans to give a profile of the ULSG as a whole and give members an idea of "Who we Are", facts and commonalities of what we are made of. Should be interesting.

Old Business

~none

Agenda for next meeting

action
items: R&R - Fish- distribute "ULSG Recognition Questionnaire"

Fund - James - Question members about fundraising ideas to implement.

SA - Teresa - develop who we are" profile from question

~also want to hear from Professional Development Taskforce members Debra Brookhart & Kathy Logan

~Jan will get something for a "Door Prize" to draw for to give to member at the next ULSG meet in January 2005.

Minutes approval

~minutes from 11/24/04 ec meeting approved as corrected.

January ULSG AGENDA run thru (wanted clarification on this because it is an important meeting.

New Business:

Jan C Brief "Welcome to All Members"

Teresa
McC "Who we Are" ULSG group profile.

Sharon F Intro and Welcome new members since last meeting.

Jan C D&T officer opening.

D Lewis lecture about PDF?

Q&A session

Debra B &
Kathy L PDF taskforce - brief report

Committee Reports:

Fundraising - James K

R&R - Sharon F

D&T

Social Activities - Teresa McC

~mention that members are welcomed to bring their lunch if they want.

minutes:01/03/05

Submitted:01/20/05