

ULSG Executive Committee, February 6, 2008

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

1. Minutes of last meeting approved.

2. Committee Reports

A. Rewards and Recognition  
Nothing to report.

B. Finance  
Staff Project Fund \$1854.78  
Frankenstein \$125.00  
Petty Cash \$135.75

C. Social Activities  
Quoting Karen “not a dag gone thing☺”  
She is considering planning something by the end of February that involves  
Spring and food – always a good combination.

D. Training and Development  
Matt is going to talk with Client Support about Vista training.

3. Election Committee  
Matt will set up a committee meeting next week to create a plan and timeline.

4. Fund raising idea  
City Yard Sale – The EC will ask Kathy Logan if she can get more details and send  
periodic updates to the EC.

5. Merit Rankings  
The inflation of rankings has led to the library administration’s decision to redefine how  
the merit ranking system works for library employees. The merit scale will change effective this  
year to a 4-point system.

- 0 – Individual’s performance is unsatisfactory
- 1 – Individual’s performance is satisfactory
- 2 – Individual’s performance is excellent
- 3 – Individual’s performance represents an extraordinary contribution

The dean asked a committee of ULSG members to devise system to help define each of the merit  
rankings. According to the dean’s charge, since the librarians have been working on a more  
precise merit ranking system, he wanted a similar process to take place for the staff. When  
David initially approached this, he said that he and Mary could sit in a room and just create some  
criteria for staff, but thought it more reasonable and applicable if the staff did it for themselves.

The committee will **not** to come up with job-specific merit criteria. The document created by the committee will pass through David and Mary with possible consultation from team leaders. The ULSG will then discuss and vote on it at the May General Meeting.

The committee will consist of 6 people: 3CL, 1TE, 2PA.

PA

Administration – Kim Sorrell

Technical – Raymond Dunaway

TE

Lisa Calvert

CL

Chair – Greg Mobley

Public Services – Jason Lilly

Behind the Scenes – Greg Whitley

Greg will send messages to these individuals to see if they are willing to serve.

ULSG Executive Committee Meeting  
March 20, 2008

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

1. Minutes approved

2. Committee Reports

Rewards and Recognition – No report.

Finance – No report

Social Activities – We will have a Spring Salad Shindig on April 1<sup>st</sup> in UL1116 from 10:30-12:30. Bring anything you define as a salad.

Training – Vista Training will take place this summer sometime. Client Support does not have an exact date yet.

Election – The committee will meet Tuesday and send out an email issuing a call for nominees. The May meeting will likely be the week after organization week.

3. Merit

Greg handed out a draft of the merit criteria. They are pretty close to having a final draft. (see attachment below)

4. David's Review

Everyone should have received a survey. The goal is to have a final report by May.

5. Yard Sale

Becky will check out the links and get with Kathy to try to come up with a plan. We need to decide the kinds of things we want to sell and also need to decide on some logistics – how many volunteers do we need and how long. Its also easier to state up front that whatever is not sold, goes to Goodwill or someplace like that. Donated items will not be returned. Becky will look into using the Frankenstein money for the registration fee.

6. New Member Orientation

It was suggested that the EC might consider meeting with new UL hired to formally introduce them to ULSG. Teresa will work on something to welcome our new members. She will check on any left over key chains. It was also suggested that we think about staff shirts.

## **DRAFT**

### Merit Ranking Criteria for University Library Non-Librarian Staff, 2008

In an effort to bring merit rating in line with actual performance, University Library has adopted the following ranking system for future merit considerations.

Unsatisfactory – an Unsatisfactory ranking will be given to those not meeting the requirements for a satisfactory ranking. The determination of unsatisfactory performance includes evidence of, but not limited to:

- Failure to meet job responsibilities listed in job descriptions and/or
- Failure to make consistent contributions toward meeting library and team goals and/or
- Failure to meet an acceptable level of productivity

Satisfactory – a Satisfactory ranking will be given to those meeting the responsibilities listed in their job descriptions as determined by the annual evaluations and making consistent contributions toward meeting team and library goals as assigned by supervisors or team leaders.

Excellent – an Excellent ranking will be given to those who make a significant contribution to the library or team goals. Examples of significant contributions include, but are not limited to:

- Displaying consistent mastery of assigned job responsibilities
- Accepting or mastering new responsibilities
- Implementing a new service
- Enhancing the efficiency or quality of a library service or process
- Improving or adding skill sets that add to the ability to advance library goals
- Exceeding expected productivity levels
- Engaging in service to the library through participation on library or staff organization committees.

## ULSG Executive Committee Meeting, April 8, 2008

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

1. Minutes approved.
2. Committee Reports
  - a. Rewards and Recognition
    - i. There are no key chains left to hand out to new members. Teresa plans to recognize new ULSG members at the May meeting. She would also like to have some kind of parting gift from retiring E.C.
    - ii. Teresa also looked into staff t-shirts. It really doesn't seem like something feasible at the moment. Café Press charges an annual fee of \$59.00 to maintain an account plus the cost of t-shirts.
    - iii. Teresa and Karen will come up with refreshments for the general meeting.
  - b. Finance Committee – Staff Project Fund \$1964.986  
Petty Cash - \$135.75  
Frankenstein - \$105.00
  - c. Training and Development – Nothing new to report on Vista Training.
  - d. Social Activities – Spring Salad thing was successful and well attended.
  - e. Election Committee – We have two maybes on nominations and four definite “nos.” A couple of folks haven't responded. The election May8th. We do not have enough volunteer to fill the offices at this point.
3. Yard Sale
  - a. We are officially registered and there has been some response by people who wish to donate items. The deadline for donations is Thursday at 5pm.
  - b. Becky will send out a call for volunteers to man 2-hour shifts at the booth. We will use petty cash for change and ask Kim if we can borrow a cash box.
  - c. All items should be delivered to Matt and Teresa who will store everything in the gift book room until the day of the sale.
4. May Meeting Agenda
  - a. Approval of last two meeting's minutes.
  - b. Election
  - c. Diversity Council Presentation – Kristi Palmer
  - d. Committee Reports
  - e. Volunteers for Budgetary Advisory Committee
  - f. Report on Yard Sale
  - g. David's Review Update
  - h. Discussion on Merit Ranking Criteria
  - i. Other Business