ULSG - Executive Committee
Thursday 1/19/05 UL2115J 2:00pm
Meeting minutes

New Business   Leadership Team -member volunteer to attend meetings to represent the ULSG

Jan ~ the member to represent the ULSG will need to be decided upon at the next regular
Canganelli ULSG meeting on 3/8/05
~ should we make an amendment to the by-laws for this position?
~as always, constructive criticism is welcomed.

Committee updates

Jan
Canganelli **Development & Training**

~ no volunteer has come forward yet for this position

~another announcement/appeal will be made once more at the next ULSG meeting 3/8/05

Fundraising

MaryAnn ~ Campus Campaign is coming up in February 2005, as the fundraising function campus
Shields wide.
~ there are various ways and means to donate to the organization, and maybe this is a way
the ULSG can go to get capital.
~ voluntary membership dues may not be the way to raise funds. There seems not to be
too much enthusiasm amongst the members for this.
~ However…… the ULSG would be able to use the Campus Campaign as a way to solicit
donational money. The organization can be listed as the preferred recipient of CC funds on
the donation form.
~ Designation: Library Staff Project Fund category account.
~ This would then contribute for a steady inflow of funds for the ULSG to use
~ monies donated by members can be tax deducted as donations or educational
donations,.
~Donations can be payroll deducted to the UL SPF.
~ Withdrawal and use of the money from this fund would require Dean's signature to
officially sanctioned staff organizations….eg: ULSG or ULFO This fund includes the
Librarian's funds in the ULFO. Dean Lewis wants the ULSG work with the ULFO on
projects to raise the awareness - a workable theory? - Karen Janke is the current head of
the ULFO, and maybe she should be invited to discussions concerning this at our ULSG-
EC meetings?

~ Dean Lewis wants to *provide* $$$$ to ULSG for staff training (not ULSG raise) .Decision
will be based on the outcome of the Taskforce recommendations. He thinks it is the
Library's responsibility to be sure that it's employees are adequately trained/educated for
their jobs and rolls they perform for the functioning of the library.
~ We think his attention has finally been gotten that we want this and are serious about
opportunities to be established for us.

MaryAnn will present a synopsis of types of funds available on campus, their uses and
usability to the members at the 3/8/05 ULSG meeting.
~ types of accounts
~ definitions and uses of these accounts
~ befits and limitations associated with the accounts
~ Dean's approval.

~ Presentation: on the Campus Campaign initiative, MAS, JK, JC, and JK will coordinate ULSG/ULFO efforts.
~ need to talk with Karen Janke and get her on board with this to coordinate a presentation at the 3/8/05 ULSG meeting
~ MaryAnn needs our feedback/ideas on this.

James Kendrick

> ULSG Members Preferred Fundraising Events
>
> ~results from the surveys
> 1. Rummage Sale = 2,2,4,1,4,2,3,2,3,1,1,2,4,3
> 2. Flower sale = 2,2,1,4,1,1,4,4,2,3,2,4,2,2,
> 3 Bookmarks & Magnet sales = 1,3,3,4,2,4,2,3,4,4,3,3,1,4
> 4. OTHER Ideas = 3,4,1,4,1,1,4,1,3,1
>   ~craft sales =3
>   ~ spaghetti sale = 3
>   ~ donation = 1
>   ~coupon cards = 2

~looks like best favored idea was bookmark/magnet sale (guess I'll have to gear up….b), followed by a flower sale, then the rummage sale.

~ the BIG question is: WHAT are we specifically raising the money for what activities?

James will report on this at the 3/8/05 meeting.

Sharon Fish

Rewards & Recognition

Membership Survey Response:
~10 Q surveys have been returned so far
~SJF will send another reminder to members that their input is necessary for the success/satisfaction of the organization.
~Fish is planning another meeting on this with her Asst Kim Sorrell to discuss the R&R activities.

Teresa McCurry

Social Activities

~ Teresa is floating the idea of having a ULSG pitch-in during the middle of the dreary month of February to cheer things up a bit in the library for the members.
~ planning on a small door gift as maybe a way to entice non-shows to be-shows.
~ there followed a discussion as to the curious phenom that certain members from certain departments regularly do not seem to be able to come to ULSG meetings….. Wrong time? Wrong day? Couldn't they send at least a representative to attend?....you know the questions!
~Teresa will scope-out reasons as to WHY some members of the ULSG regularly seem to avoid/miss the meetings? She's GOOD at getting answers!

Old Business
~ none

Approval of previous meeting minutes
~ approved as stand.

Meeting adjourned

mins created: 2/8/05
mins approved: as corrected 2/8/05

Each fiscal year (July 1 - June 30), funds are set aside within the IUPUI University Library budget by the Dean for the purpose of providing financial support for the professional development of librarians, PA staff, TE staff, and Clerical staff. The amount for each job class is determined annually by the Dean in consultation with the Leadership Team and with the allocated fiscal budget for the year.

These funds may be used in the following categories:

1) Travel support – To attend a conference or workshop related to the work area of the employee
2) Registration fees for conference or workshop
3) Lodging, meals, and parking and other approved costs (per diem) in the event of overnight occurrence
4) Professional Association membership fees
5) Coursework from another institution up to the amount of IUPUI's current fee courtesy amount for one course. This is only for courses that are essential for the job or that the University Library has requested the individual take for their work responsibilities.
6) Certifications and testing.

All of the above are subject to the approval of the Team Leader for the individual.

These funds may **not** be used for:
1) Books and/or journal materials – These are considered working tools and are the property of the University
2) Any hardware, e.g., palm pilots, computer accessories and/or software

Fundraising- Food Safety

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