

ULSG Bimonthly Meeting, January 8, 2004

Attendance: 20

- I. Minutes of November 11th meeting approved.
- II. The ULSG is looking for someone to maintain its intranet website. Volunteers are welcome.
- III. Committee Reports
 - a. Budgetary Advisory – James will step in for Katy
 - b. Development and Training – The committee plans to ask Chip and Renee to see if some of their team members can give some short training sessions for ULSG
 - c. Fundraising – monetary donations from Silent Auction returned because of the way the money was given and restrictions on how it could be accepted
 - d. Recognition – The Committee bought Margaret a gift for her 20th year with the library – a coffee cup full of her favorite color M&Ms. ULSG recognized other significant anniversaries. The committee is looking at an employee profile for each ULSG member.
 - e. Social Activities – The committee is looking at doing a Trivial Pursuit Contest in January for National Trivia Day. February 18th is National PlayDoh Day and the committee is thinking about having a PlayDoh sculpture contest.
- IV. Bylaws Committee – Do we have a standing committee for bylaws?
 - a. The ULSG should handle the bylaws at the Bimonthly Meeting, but if it gets too detailed then it should go to an ad hoc type committee
 - b. The bylaws shouldn't be over-detailed
 - c. The ULSG agreed that:
 - i. Anyone can submit an amendment
 - ii. Do not need a standing bylaws committee for periodic changes or reviews
 - iii. Ad hoc committee can be used as needed
- V. Election 2004 – during the May Organization Week
 - a. Volunteers for the election committee are:
 - i. Greg
 - ii. Matt
 - iii. Kathy
- VI. New Business – None
- VII. Old Business – None

Meeting Adjourned

Respectfully Submitted,
Debra Brookhart
ULSG Secretary

ULSG Bi-Monthly Meeting, March 9, 2004

19 Attendees: Albrecht, Canganelli, Cooper, J., Cockrum, Fish, Hinsman, Kendrick, Logan, Mandity, McCurry, McLaughlin, Mock, Moody, Pratt, Radican, Shields, Sutherland, Vollmer, & Young

1. Minutes from last meeting not approved. These minutes will need to be approved at our next meeting.
2. Committee Reports
 - a. Budgetary Advisory Committee: nothing reported.
 - b. Development and Training: Nothing to report. The committee will be looking into creating a short questionnaire to send to members asking for input on what types of training would be most beneficial.
 - c. Fundraising: nothing reported.
 - d. Recognition and Rewards: Becky Sutherland was welcomed to our group. James thanked John Cooper for his work on the ULSG intranet page. The committee wants to work with John to get all profiles of those willing members loaded onto the intranet page. Jan talked about David's gift of around \$200 to purchase items recognizing the ULSG member's work. Teresa reminded the committee that David wants them to work with Mary Stanley to get this purchase completed.
 - e. Social Activities: The Trivial Pursuit game was cancelled. February didn't really lend itself towards doing any kind of activity. It was decided to combine the proposed St. Patrick's Day activities with this meeting due to the timing of the meeting. We do not have a real good grasp on the timing of the Team Week Activities for May. Therefore we are not confident about being able to do anything during the activities. Nothing has been decided past May.
3. Election Committee
 - a. The committee informed the group that nominees are needed for all 4 offices. There were only 2 candidates so far, but we would like to have at least 2 candidates for each office. Teresa informed the group that she would not seek reelection as President.
4. ULSG Website Demo
 - a. The page was shown to those present. Each page was shown and its contents were discussed.
 - b. Teresa asked members to send any suggestions, comments, or complaints to John Cooper.
5. Old Business

No member spoke up.
6. Election Committee
 - a. The group was urged to seriously consider candidacy for office.
 - b. We will need volunteers for the election committee that will be formed in January.

7. New Business

Mary Ann discussed the upcoming gala.

Meeting Adjourned.

ULSG Bi-Monthly Meeting, May 11, 2004

21 attendees

1. March 9, 2004 minutes approved and January 8, 2004 minutes approved with corrections
2. Presidential Address – Teresa’s thanks for the past two years and best wishes for the next officers
3. Committee Reports
 - a. Budgetary Advisory Committee – has not met since the last meeting
 - b. Development and Training – Talked with Chip and Renee to see if they or members of their team could help with training. The committee will send out a survey to assess member’s needs.
 - c. Fundraising - \$51.00 cash and \$125 on account with external relations for a total of \$176.00
 - d. Recognition and Rewards – the committee will talk about profiling ULSG members. They also met with Mary Stanley and she approved the purchase of key chains for ULSG members. Senior management offered to pay for a keychain for each member. Sharon Pratt suggested that the number be limited to the current members so that there isn’t a need to order extras.
 - e. Social Activities – The scavenger hunt was successful. Sharon Fish won and Becky Sutherland took second place. Next activity will be a ULSG brunch on May 19 in UL1126.
4. Election Results – 27 votes
 - a. President – Jan Canganelli
 - b. Vice President – Sharon Fish
 - c. Treasurer – James Kendrick
 - d. Secretary – Becky MockThe new term begins July 1st and the new officers are invited to the next executive committee meeting.
5. Old business – none
6. New Business
 - a. Bylaws – nothing in the bylaws deals with what happens if there isn’t a candidate for an office.
 - b. 2 positions of the executive committee that aren’t elected need volunteers
 - i. Chair of Development and Training
 - ii. Chair of Social Activities – Teresa volunteered to chair committee and Karen offered to assist.



Minutes for the General Membership Meeting 7/13/04
UL 1126 1:00 pm

1 Approval of the May 11, 2004 meeting's minutes

- approved as corrected

2 Committee updates

a. Development & Training

Survey results

- ☐ Jan Canganelli received the majority of surveys this morning, and has not yet had time to peruse them closely.
However, it looks like training in Outlook 2003 might top the list, along with PeopleSoft, and Digital camera use.
Jan will collate the info, pass along the results later in an email, and discussions can take place at the next general meeting.
- ☐ There have been several volunteers to do training that is wanted. Renee Jackson has offered her team's assistance, Steve Schmidt has offered to train on Power Point and the digital camera, and Karen Young has said she would be happy to train members in Word (specialty being in short-cut keys)
- ☐ Other members are encouraged to volunteer if they are interested in training their fellow members.

b. Fundraising

- ☉ James Kendrick is going to have a talk with Kim Sorrell as to what the ULSG can and cannot do with regards to options for fundraising events.
- ☉ He wants to get something started as soon as September.

c. Rewards & Recognition

Key chains

- Jan has said that the key chains are set to order, it is just a matter of which fund the money will be coming from.
- Matt Radican has contacted Robert Halter, and the money will be coming out of the general fund.
Looks like it is a 'go' for the key chains
- In the email survey for key ring design, the majority of members liked the vertical design better, and so this is the option that will be ordered from the vendor.

d. Social Activities nothing to report

3 New Business

a. Committees members search

- Sharon Fish reported that so far there have been no volunteers to head the two standing committees of Development & Training committee, and Social Activities committee.

Jan called for volunteers to head the committees.

Karen Young wanted a refresher of the responsibilities of the committees, so Fish read the info from the By-Laws.

- Karen Young volunteered to head the D&T committee, and Renee Jackson volunteered to help.
- Teresa McCurry volunteered to head the Social Activities committee, and Karen Procter volunteered to help.
- Sharon Fish is head of the Rewards committee as VP, and Kim Sorrell volunteered to help her.
- James Kendrick is head of the Fundraising committee as Treas, and Matt Radican volunteered to help.

b. Volunteer needed for the University Library Community Board

- ◆ Mary Ann Shields was asked to describe the duties and responsibilities of the ULSG liaison to the UL Community Board.

She described that the board meets 4 times a year, and that there are various committees to choose to be associated with.

The Board wants to hear different perspectives of what is occurring in the library, what activities we are involved in, and feel it is important for the ULSG to be able to input information to the Board.

- ◆ Renee Jackson wanted to know about time commitment, and MaryAnn said that it depended upon what committee the volunteer chose to be on.

Nothing was very time consuming, specially since the ULSG member would be an Advocate ex officio member.

Dean Lewis can appoint someone, but feels it is better for us to select a volunteer to the position.

- ◆ Renee Jackson volunteered to be the ULSG representative on the University Library Community Board.

c. ULSG set up a table to register voters

- ✦ Sharon Pratt of Access Services had the idea of setting up Voter registration tables in the library to register people on campus.

Voter registration runs thru October

- ✦ MaryAnn Shields said there was another project in the works called "Project Vote Smart" coming soon that would set up a table to distribute candidate information to the university populace.

It was suggested that the two efforts could be combined to give more of a presence to the table.

d. Blood drive 7/14/04

- ▶ Blood donation tomorrow, Wednesday July 14,2004, will be from 10am till 2pm
Volunteers are needed to help at the registration table to be in 1-hour shifts, they can send their times to Teresa McCurry

- ▶ Volunteers were: James Kendrick, Kathy Logan, Marisa Albrecht, Jan Canganelli, Matthew Radican, and Mary Ann Shields.
Set-up will be in the student lounge on the lower level at 9am
- ▶ Jan will send out a schedule via e-mail.

e. New links added to our website

Jan asked John Cooper to put in a couple of interesting links in the ULSG web page.
They are:

<http://intranet.ulib.iupui.edu/ulsg/public/articles.htm> (ALA-APA; “The ALA Allied Professional Association is a nonprofit organization chartered in the State of Illinois for the purpose of promoting “the mutual professional interests of librarians and other library workers”—this was copied & pasted from their website).

<http://colt.ucr.edu/> (Council on Library/Media Technicians) Glenda noted these articles are also available via the Library mosaics journal.

f. Other?

Jan asked that if anyone has suggestions for meeting or committee improvement, to please We are happy to hear what others want from the meetings.

4 Old Business

none

5 Next meeting

Next general meeting of the ULSG is scheduled to be held on September 14th at 1 pm, which is a couple of days before the Organizational Weeklet seminar on September 17th.

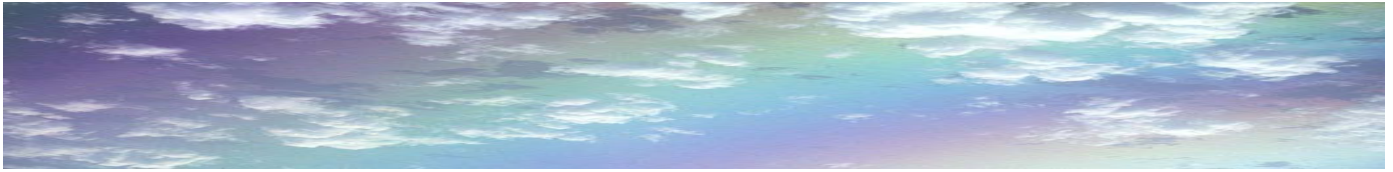
6 Meeting Attendees:

In attendance at this month's meeting were 21 members:

Bruce Bates	Margaret Vollmer
Cheryl Cockrum	Marisa Albrecht
Eddy Mandity	Mary Ann Shields
Glenda Armstrong	Matt Hinsman
James Allen	Matthew Radican
James Kendrick	Melvin Hayes
Jan Canganelli	Rebecca Mock
Karen Proctor	Renee Jackson
Karen Young	Sharon Fish
Kathy Logan	Teresa McCurry
Kim Sorrell	

7 Meeting adjourned at 1:35 pm

minutes submitted by ramock - ULSG secretary
mins created: July 13, 2004
mins corrected: August 30, 2004
minutes approved as corrected: 14 Sept 2004



Tues 12:30-2:00 pm 2115E

New Business

Jan Canganelli

- The Voter Registration table for the ULSG will be set up in the UL breezeway Thursday, September 16, 2004, and will be staffed according to the times volunteers signed-up for, covering 8:30 am to 5:30 pm. All the slots for the voter registration are filled. 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).
- Thanks to all who volunteered their time for this project of the ULSG: Kristi Palmer, Maryann Houff Shields, Karen Zimmerman, Margaret Vollmer, Greg Whitley, Ann O'Bryan, Mary Stanley, Ramon Salinas, Sharon Fish, Ed Mandity, Sharon Pratt, Joan Hutcheson, James Kendrick, Jan Canganelli, and Matt Radican

Jan C for Alice Jackson:

- “Possible Computer Security Seminar Topics – your suggestions”
- Even though this was a repeat of an email I sent out, I thought I might get more information from having a captive audience that could just put out ideas in real time.
- CST and OPS has been wanting to do some sort of presentation or mini-seminar or possibly a video on computer security issues. From previous feedback sounds like people are most interested in SPAM and general “safe computing” practices at work and at home. What are the collective thoughts of ULSG members? Would some sort of presentation be helpful or is most of this passé’?
- These days, it’s really just a matter of time until the next Blaster or Welchia like virus infection makes itself known and we would go over the basics of the top three recommended defenses: anti-virus software (Norton), Operating System Updates (Windows Updates), and the use of “firewall software.” Does that agenda in combination with some sort of “SPAM awareness” section sound about right to folks? Too basic? Too complex? Other topics?
- As a conclusion, please remind people that UITS offers a Security CD for \$5 that includes OS updates, and Norton Antivirus for their home PCs.
Thanks a million! Alice

Becky Mock

- I made a schedule of ULSG group meetings and ULSG-EC meetings to hand-out to members
- I will also post via e-mail the schedules for those unable to attend today's meeting.

Committee updates Development & Training

Jan C for Karen Y.

- about the D&T so far. We have had successful classes taught in Word (Karen Y.), Excel (Mike C.)
- We have more classes scheduled in Word (Karen Y), Excel (Mike C), Metadata (Kristi P.).
- Brenda B. has said she was willing to give a demo on what archives does with their materials.
- Alice J. is asking members what they want for their computer security that her group can provide.


ULSG Meeting Minutes

11/09/2004 UL1126 1:00pm

~meeting started 1:15 while we waited for members to appear for quorum.

New Business

Sharon
Fish (for
Jan C)

 FOCUS: If given more developmental dollars, what would the members want to do with it? We need a clear, concise message to be take to a meeting with Dean Lewis.

- ~For development, clericals get allotted \$200, and PAs get allotted \$1000 per annum.
- ~A definition of what "Professional Development" means is needed. Meaning as ULSG members see it may differ as regards to Dean Lewis' definition. We need to know what the money will be allowed to be used for.
- ~Matt Radican stated that the dollars cannot be used to buy support materials (e.g. textbooks)
- ~PDF money can be used for: workshops, classes, professional memberships, or the money may be used as a group to bring in guest speakers to lecture the whole on some point of development.
- ~As far as Lee McLaughlin knows, there is nothing written down as guidelines on how to spend PDF money.

~see post-it note results.

 Need two ULSG representatives who can join Dean Lewis in a taskforce reviewing how the Professional Development Funds are allotted

- ~Debra Brookhart and Kathy Logan volunteered to be the two ULSG representatives on the PDF Taskforce which will also have two librarians and be under the direction of Mary Stanley.

Committee Reports

Karen
Young

 Development & Training

- ~A clearer definition of what "Professional Development" means is needed. Meaning as ULSG members see it may differ as regards to Dean Lewis' definition.

James
Kendrick

 Fundraising

~from his handout:


ULSG Fundraising Committee Proposal

- A. Summary of Fundraising Committee Meeting
 1. Reviewed ULSG members fundraising ideas ~White Elephant sale, bake sale, flower sale
 2. Proposed rummage/white elephant sale ~this action was chosen as it is the cheapest starter for fundraising: members can bring in items for sale
 3. Prepared a written fundraising proposal for UL Dean
 4. Scheduled a meeting with Dean Lewis to discuss fundraising proposal.
- B. Summary of Fundraising Proposal Meeting with UL Dean
 1. Explained purpose of rummage/white elephant sale
 2. Explained in detail method of organizing rummage/white elephant sale.
 3. Dean's response to fundraising proposal ~ he was uncomfortable with members bringing home items into the library to sell. Although he stated that this did not represent what the Library stands for, he did not preclude the ULSG from staging a rummage sale off the Library premises.
 4. Dean suggested alternative fundraising events~Bake sale was his favorite
~Dean Lewis stated that raising money for development was not necessary. He would be willing to give members the money they needed.
- C. School of Nursing Bake Sale
 1. They have annual bake sales
 2. Proceeds are used to fund annual graduating nursing students.
 3. Permission to have bake sales is granted by the Dean of the School of Nursing
 4. Dean Lewis has given the ULSG permission to have a bake sale, and said that he will check into what the ULSG can/cannot do with regards to fundraising according to campus policies.

~what is needed now, if the ULSG wants to have a Bake Sale fundraising event, is to get the proper paper works in place. The ULSG already has dean approval, and Lee McLaughlin said she would check with Board of Health for regulations and forms. ULSG also will need to get a signed promissory note (available at the University College) that the ULSG will use sanitary conditions in preparing/handling/selling bake goods.

~Do ULSG members also want to attempt a Rummage Sale fundraising event, maybe in the Spring, knowing that it will have to take place at an outside venue?

~Dean Lewis will attend the January 2005 ULSG meeting to talk with the members regarding fundraising issues and the Professional Development Funds.

Sharon Fish  Rewards & Recognition

New Member Introduction:

Kevin Collier ~she is our new mail room clerk and does the usual mailroom stuff!

~Fish and Kim Sorrell are working on a questionnaire for members on how the ULSG members want to be recognized and what rewards to provide.

~Working on idea to profile teams and their members on our website, and have that team pick a member who excels.

Teresa McCurry  Social Activities

~from her handout:

ULSG Social Activities Poll

Please check below the sort of activities you would like your ULSG membership to be involved in:

Holiday Observances

Staff food pitch-in

Monthly

Quarterly

Desk-Chair games

Contests

Community Affairs


Nov-04

~Teresa would like the sheet returned before next Thursday so that the items can be discussed at the ULSG-EC meeting

~The reasoning behind the polling is that the Social Activities committee wants to know what way the ULSG members want the committee to go with regards to the types of activities of the organization.

Karen Proctor  Civil Activity proposal - Adopt-a-Soldier

~This idea is for ULSG members to become pen pals to soldiers overseas, to cheer them up and boost morale. The national project was created to ensure that soldiers get mail and packages from the states.

~Web site information:

Adopt-a-Platoon at: www.adoptaplatoon.org

~this is a program that matches schools, corporations and pen pals up with soldiers overseas. They have four levels of support, but the one probably most suitable for the ULSG membership would be as a pen pal to any individual soldier. As a group, we could send letters, a cheerful card, and a simple care package monthly. Care packages usually consist of hard candies, gum, etc. that the soldier could share with his platoon buddies.

~If the ULSG could get about ten members interested enough to commit to sending out to a soldier, the project could even split into two groups and alternate sending a package every other month in support

~Karen is willing to pull everything together, and do the manual labor of shipping.

~This is a strictly voluntary activity, but if no one has any strong objections to this project, Karen would like to start right away on it, as there are forms to fill out before the A-a-P program can send us names to write to.

~Teresa will check with Dean Lewis and Mary Stanley about this project to seek their feelings or any objections on involvement in such an Endeavour for the ULSG.

Minutes approval



The minutes of the meeting held on September 14, 2004 were approved as corrected.

Meeting adjourned 2:10 pm

16 members attended the meeting:



James Allen
Bruce Bates
Debra Brookhart
Kevin Collier
Sharon Fish
Amanda Hurford
James Kendrick
Kathy Logan
Ed Mandity
Teresa McCurry
Lee McLaughlin
Becky Mock
Karen Proctor
Matt Radican
Greg Whitley
Karen Young

minutes :11/09/04
Submitted: 101/03/05
Approved: xx/xx/xx

Microsoft classes
more prosteps
all day conferences
clerical/staff/non-professional conferences
foreign language courses
and for course materials/supplies such as
pronunciation/conversational tapes
pool money together to have a big workshop once a
semester
computer software training sessions
software training
Microsoft certifications
web development workshops
classes to teach about areas of library work (cataloging,
etc)
career prep for SLIS student workers
professional conferences (MAC, NCPH) to pay for
expenses of hotels & travel
Become member in ILF & ALA
attend more workshops
customer service workshops
learn reference
learn cataloging
ILF membership
Professional Memberships (MAC, SAA, NCPH)
Conferences/technology workshops
webpage design
workshop in self publishing
Preservation workshops
archives workshops
pay for classes
employee reward recognition workshops
use to take classes in web page design
materials preservation workshop/classes

	Categories #
SOFTWARE CLASSES/CERTIFICATION	9
CONFERENCES/WORKSHOPS	7
PROFESSIONAL MEMBERSHIPS	4
OTHER CLASSES	2
OTHER -OTHER	2
LIBRARY RELATED CLASSES	7

Summary of Post-it-notes survey for meeting FOCUS,
taken to meeting with Dean Lewis by Sharon Fish.

FOCUS: If given more developmental dollars, what would the
members want to do with it? We need a clear, concise
message to be take to a meeting with Dean Lewis.

SOFTWARE CLASSES/CERTIFICATION

Microsoft classes
more prosteps
computer software training sessions
software training
Microsoft certifications
web development workshops
Conferences/technology workshops
webpage design
workshop in self publishing
use to take classes in web page design

CONFERENCES/WORKSHOPS

all day conferences
clerical/staff/non-professional conferences
pool money together to have a big workshop once a semester
web development workshops
attend more workshops
customer service workshops
Professional Memberships (MAC, SAA, NCPH)
Conferences/technology workshops-we webpage design
Preservation workshops
archives workshops
employee reward recognition workshops

PROFESSIONAL MEMBERSHIPS

professional conferences (MAC, NCPH)
Become member in ILF & ALA
ILF membership
Professional Memberships (MAC, SAA, NCPH)

OTHER CLASSES

foreign language courses
employee reward recognition workshops

LIBRARY RELATED CLASSES

classes to teach about areas of library work (cataloging, etc)
career prep for SLIS student workers
customer service workshops
learn reference
learn cataloging
Preservation workshops
archives workshops
materials preservation workshop/classes

OTHER -OTHER

foreign language courses
for use in course materials/supplies such as
pronunciation/conversational language tapes
employee reward recognition workshops