InULA Executive Board Meeting & Conference Call
Tuesday, February 3, 2009
Herman B Wells Library W531 Conference Room
10:00 – 11:30

Present: Dina Kellams, Jennifer Laherty, Sherri Michaels, Eric Snajdr, Monique Threatt,

Conference Call: Judith Garrison, Wendell Johnting, Tony White

1. Minutes from last meeting of November 11 were approved.

2. Financial report (Wendell; 5 minutes)

   InULA currently has
   - a net worth of $48,725.08
   - 76 members (This is counting only members that have paid the membership dues. There are several individuals that have sent in membership forms but no dues. Wendell emailed these individuals but has not heard back from any of them.)
   - $639 in member dues
   - $135 in donations to scholarship fund

   Wendell wrote a check for $350 to the Dean's office in Bloomington for Librarian's Day. He also mailed a check to Dina for Andrea on January 23. Dina has not yet received the check but will let Wendell know when the check arrives.

3. Committee updates (Liaisons)

   a. Book Sale (Eric)

      The InULA Book Sale will be on April 18 and 19 in room E174.

      On December 16 the Book Sale Committee had its first meeting. It was an organizational meeting in order to discuss what needs to done for the sale. A few subcommittees were assigned. Another meeting will be scheduled soon.

      Sherri will send out calls for volunteers in March. All committee members should plan on working part of the sale weekend.

   b. Communications (Judith)

      A new edition of InULA Notes (Fall 2008) was published on the InULA website. Many thanks to Emily Okada and Erika Dowell for making this happen.

c. Scholarship & Grants (Jen)

1) The Scholarship and Grants Committee recommends that the deadlines for applications for InULA Scholarships and Grants be changed. Current application deadlines are October 1, January 1, and April 1. The proposed new deadlines are Oct. 15, Jan. 15, and April 15. The board approved the changes. Jen will ask Jian to change the dates on the InULA website.

2) There are some discrepancies in various InULA documents about the recommending of scholarships and awards. The bylaws and the guidelines for the Scholarship and Grants Committee say that they receive and review applications and then submit recommendations to the Executive Board for approval and funding. But the guidelines for the Executive Board say *they* are responsible for recommending the awards.

With recommendations from the Scholarship and Grants Committee, the Board has approved the following changes (see below)

Scholarship and Grants Committee
http://www.indiana.edu/~inula/documents/2008-2009/committees.html
This committee shall receive and review scholarship, ~~Professional Development~~, and Research Incentive Fund applications and submit their recommendations to the Executive Board for approval and funding. ~~This committee shall also design, administer and publicize such activities as workshops, institutes or conferences for the professional development of librarianship.~~ [Preceding deleted sentence should be moved to the Program and Social Committee description.]

Operations Guidelines for Grants
http://www.indiana.edu/~inula/opportunities/rif/rifguide.html

1. ~~The InULA Executive Board shall have responsibility for recommending awards from the InULA Research Incentive Fund.~~
2. Each year there are funds [added the "s" to fund] to distribute, the President of InULA shall inform the Executive Board of the amount of money available. The Board shall invite librarians to prepare proposals for the use of these monies, establish a deadline for receiving proposals, and a calendar for reviewing them. This process shall be called a funding cycle in a calendar year. Depending on the availability of funds, there may be more than one funding cycle in a calendar year.
3. Applications are available online <http://www.indiana.edu/%7Einula/opportunities/rif/rifform.html> ~~or from the InULA President.~~
4. The Board shall review each proposal received and shall determine the amount of funding to be authorized. It is possible for the Board to recommend partial funding for a proposal.
5. ~~The Board shall be responsible for monitoring and reviewing the use of funds awarded in previous years. The recipient is required to submit a one-page~~

~~summary describing use of these funds.~~ The Scholarship and Grants Committee will receive and review Research Incentive Fund applications and submit their recommendations to the Executive Board for final approval and funding. ~~The Committee will also determine the amount of funding to be authorized.~~ It is possible for the Committee to recommend partial funding for a proposal.

d. Program & Social (Tony)

The Program & Social Committee met on January 21. They discussed details for the following upcoming events.

<u>February</u>
A Zotero Workshop for InULA members will taught by Chanitra Bishop on Tuesday February 24 at 3-4 pm in the Herman B Wells Library W302 (West Tower, 3rd Floor). There will also be a Breeze broadcast of the workshop for those who are unable to travel to the event.

<u>March</u>
Kiyoshi Otsu will lead an Origami Workshop. We are still looking for a room to hold the workshop. The date is not set yet but the workshop will likely take place some time between March 16 and 20.

<u>April</u>
The Spring Event will likely take place in the third week of April (either on April 22 or 23). The committee is still waiting to hear confirmation from author Michael Koryta, the proposed guest speaker.

<u>May</u>
The InULA Business meeting will take place in May. The committee has asked the Board to determine a date for the event. A room for the event still needs to be scheduled. The committee is looking into setting up a Breeze broadcast or at least a phone conference for the event.

Librarian's Day will be in May. $350 for this event was supplied by InULA's budget from the Program and Social Committee funds.

<u>December 2009</u>
The committee is in the preliminary stages of brainstorming options, other than the Tudor Room, for the December 2009 luncheon.

e. Membership (Judith)

The committee plans to set a meeting some time later this month.

Dina has put out a request for everyone to try and recruit one member to InULA.

f. Constitution & Bylaws (Wendell)

Wendell contacted Steve Miller, Constitution & Bylaws Committee Chair, and has not heard anything. Therefore, we assume he has nothing to report.

Regarding an apparent discrepancy with last year's changes to the Bylaws and Constitution as they appear on the InULA website – the changes were already made effective online – but the date at the end of the documents were not changed. Jen will ask Jian update the website reflecting the correct website revision dates.

4. Old business
   a. Membership service award (Dina)

Dina investigated details of service awards offered at other institutions/organizations and determined that most awards of this kind recognized individuals for distinguished service to either the organization or the profession. The Board is leaning toward making the award specifically for distinguished service to InULA.

Eventually we will need to create a task force to draft the guidelines of the award. However, since we will soon need to recruit members for an Election Committee, the Board will revisit this issue at a later date.

In the meantime, the Board would like to proceed with giving a $15 gift card to Dave Frasier for his distinguished service to InULA. Dina will obtain the gift card to present to Dave.

5. New business

In Accordance with the Bylaws (Article II. Section 1.) by March 1 the Board will need to select by lot five people for an Election Committee.

The deadline for the Nislon Scholarship is March 1. Jen will remind the Scholarship and Grants Committee that they need to advertise soon.

Next meeting: Wednesday, March 25, 2009 2:00 PM - 3:30 PM