

InULA Executive Board Meeting

Minutes

November 6, 2014

Present: Latrice Booker, Lori Dekydtspotter, Christina Wray, Naz Pantaloni, Carey Beam

Calling in: Jennifer Laherty, Angie Thorpe

Absent: Christina Sheley

The meeting was called to order and the minutes from the October meeting were unanimously passed as submitted.

- **Treasurer's Report**

Jennifer reported that the finances are looking good, with nothing else to report.

Jennifer still needs to change the permissions on the IU Credit Union accounts (and sort out some of the paperwork) in order to add Latrice and Christina Wray's names to the InULA account as well as remove Michael Courtney's name for the accounts.

- **Committee Reports**

- **Ad-hoc Writing and Publishing Committee**

- There is a chair, Sherry Michaels, but the committee has not met yet.

- **Book Sale Committee**

- Though not the chair of the committee, Naz reported that the InULA's Amazon account is doing well, clearing over \$2500. in that last six months (since May).
- Naz, who currently single-handedly manages the Amazon sales, has increased the number of Amazon books on the site to over 200 and will continue to increase the number until it becomes unmanageable, at which point the Book Sale Committee can reevaluate the Amazon sales to see if more people can become involved in its management.
- 120 boxes have been sent to Book Sprint, and they are sending us quarterly checks. Al Bronstein (sp.?) sent a check for \$27.00; Book Sprint sent a check for \$132.00. Misha has some of the older books that we sent, while Al has the newer items that were sent.

- **Communications Committee**

- There were no updates to report.
- Latrice had several questions, though, concerning *InULA Notes'* publication cycle (which is twice a year). It was determined that one comes out in the fall and in the spring.
- We realized that the grant recipients are not given a deadline for submitting their reports for research.
- Updating the website seems to fall under the purview of the Vice President; this needs to be made explicit in the duties of the Vice President.

- **Constitution & Bylaws Committee**
There was nothing to report
- **Grants & Scholarship Committee**
 - With the extended deadline (Nov. 15th), there was nothing to report.
 - The InULA president should contact past grant recipients to remind them to turn in a report.
 - The committee should discuss when the reports should be submitted (i.e., within a year?).
- **Membership Committee**
 - Angie reported that Ria has contacted all 2013-2014 members; there are currently 83 members and that includes the 9 new faculty members.
 - The welcome letter was revised to indicate that the Membership Chair would sign new members up for the listserv.
 - The new hires have received their welcome letters and mugs; and they have been placed on the listserv.
 - Latrice asked the Committee to review the yearly membership renewal cycle.
 - Naz raised the question—Should we contact every librarian rather than just the current members? It was brought up that the call for membership is advertised in *IUL News*.
 - InULA could create its own list and send out an e-mail to remind that InULA exists and encourage people to join. – This is something to discuss further.
 - There seems to be a disconnect with new members—they might think, “What is InULA?” New hires are inundated with information. How can we better reach out to engage them?
 - Should the President call new hires? This may help. Give them a little time to get acclimated. Make it obvious what members will get out of the organization.
 - Latrice asked that the committee explore how to capture new members.
- **Program & Social Committee**
 - The UpTown will be reserved for the InULA Annual Luncheon on Dec. 3rd.
 - Jennifer is going to put the \$250. payment down to hold the location.
 - It was decided to charge \$15.00 to members and \$20.00 for non-members
 - The actual lunch will cost (with desserts and 20% gratuity) around \$24.00 per person. There could be 9 guest speakers (former grant recipients) that InULA will cover (resulting in about \$216.).
 - If we have 30 people attend (@ \$15. each) plus 9 guests, it could cost InULA around \$486. out of pocket. But Jennifer cautions that it will probably cost more.
 - Carey has drafted a letter of invitation to the former grant recipients to speak at the luncheon; having the speakers will hold awardees accountable, inspire others, and show how InULA benefits librarians.
- **New Policy for “University-Related Entities”**
 - No feedback yet.
 - This policy hasn’t gone through yet, so we are not obligated to do anything right now.
 - We will ask for an exception, and if we don’t get it, then we can revisit this issue.
 - Naz will informally speak with Jennifer Adams (Associate General Counsel) to find out more information.

- **SharePoint & Communication Discussion**
 - Jennifer Chaffin came to Latrice and asked if SharePoint is used by InULA. The answer is yes. She suggested a shared (general) folder on SharePoint.
 - Grants & Scholarships uses SharePoint.
 - New chairs are not given instructions on how to use SharePoint. Christina Wray volunteered to draw up some documentation on how to use SharePoint. The vice chairs should be responsible for keeping up with the documentation.
 - Should each committees' manual be on the website? Or on SharePoint? The manuals should be reviewed before they are made public on our website.
 - Grants & Scholarships, the Treasurer's information should be in a "board" area
 - The question for each chair will be "Do you need a private workspace?"
 - The membership list could be linked in SharePoint. Then at the end of the year, we clear the form and use it again for the next year.
 - Who will give new chairs access to the SharePoint site? Betty Davis perhaps?
 - There is currently no InULA document that contains all of the committee manuals?

- **Mentor Program**
 - Latrice asked: With IULFC disbanding, is this something InULA could take over?
 - Christina pointed out that this would most likely cause some problems; it's complicated on the Bloomington campus.
 - The branches do perceive a need for a mentor program
 - The InULA Mentoring program has been tabled for now.

- **Membership Levels Forum**

Tabled for the next meeting.

Respectfully submitted,
Lori Dekydtspotter