

Indiana University Librarians' Association (InULA) Joint Executive Board Meeting Minutes

May 14, 2015

Present: Carey Beam (IUB), Representative-at-Large
Latrice Booker (IUN), President
Lori Dekydtpotter (IUB), Immediate Past President
Jennifer Laherty (IUB), Treasurer
Nazareth Pantaloni (IUB), Representative-at-Large
Christina Sheley (IUB), Secretary
Angie Thorpe (IUK), Representative-at-Large
Christina Wray (IUB), Vice President/President Elect

The meeting began at 12:38 p.m. at Lennie's Restaurant, Bloomington.

The April Joint Executive Board Meeting minutes were approved.

1. **InULA Archives Deeded to University Archives** (Latrice Booker)

We previously decided to deed InULA archives to the University Archives. Items need to be moved from the Herman B Wells Library (11 floor). Lori will spearhead these efforts and may need to consult with Jennifer Laherty and Sherri Michaels to identify items.

2. **Grants & Scholarships Manual** (Latrice Booker)

A number of changes to the existing Grants & Scholarships manual have been proposed (see Appendix A). The Board discussed these changes and points of clarification.

[Motion: Latrice moved to "approve the proposed changes to the "Grants & Scholarships manual." Motion passed unanimously.]

3. **Librarians' Day** (Christina Wray)

At last month's meeting the Board considered organizing IU Librarians' Day in 2016. The item was tabled in order to obtain more information and answer a number of questions (see April 2015 minutes). After some discussion over e-mail and in person, it was decided to move forward and explore hosting this even. An ad-hoc committee will be formed and chaired by Christina Wray. Madelyn Washington (Librarian's Day 2014 chair) will be invited to participate. A conference call will be conducted in July 2015.

4. **Treasurer's Report on AIM** (Jennifer Laherty)

In the name of transparency, it was proposed that the Treasurer's Reports be placed on AIM. The Board discussed the benefits and costs to this action and determined that we will move forward with providing these reports in this manner with a 3 year embargo. All reports prior to 2012 will be placed in AIM so members can gain access to historical information.

[Motion: Latrice moved to "put all available Treasurer's Reports prior to 2012 on AIM." Motion passed unanimously.]

5. **Committee Reports** (Board)

- **Booksale Committee:** No report
- **Communications Committee:** The spring issue of *InULA Notes* will be published May 15.
- **Constitution & Bylaws Committee:** Proposed constitution and bylaw changes will be discussed at the Business Meeting today.
- **Membership Committee:** No report
- **Programs & Social Committee:** Twelve people have signed up for the Columbus bus tour. We will make a promotional announcement at the Business Meeting today for this and the birding tour program scheduled for June.
- **Scholarship & Grant Committee:** Committee is working on the last funding cycle. An applicant wanted to use some grant funding for participant incentives and the Committee did not feel this was appropriate. They have asked the applicant to remove this line item from the proposed budget and reapply. Incentives is an item for future discussion/clarification at both the Committee and Board level.

6. **New Business** (Board)

A number of potential action items for the 2015-16 Board were discussed, including:

- Several possible Programs & Social activities such as a speaker series and a sponsored writing retreat. The writing retreat may be raffled off or individuals could apply, similar to our scholarship process.
- Look at IUPUI as a possible booksale site (in addition to Bloomington).

- Long-range planning for our Amazon/online book sale activities. When does this not become manageable any more? Will we need to form a sub-committee to take over these duties? Could/should the regional campuses set up separate Amazon accounts?

The meeting adjourned at 1:12 p.m.

Respectfully submitted,
Christina Sheley
Secretary

Appendix A:

InULA Juliann V. Nilson Scholarship Manual

This Manual is designed to provide clear operating instructions to the InULA Grants and Scholarship Committee. There is a separate Manual for the Grants activities.

Background information:

InULA Grants, Scholarships, Funding Opportunities webpage:

http://www.indiana.edu/~inula/wp_2012/inula-scholarship-application/

See Juliann V. Nilson InULA Scholarship Program section for

*Guidelines

*Application Procedures

*Application Form

*Application deadline is March 1

Duties of the Chair:

1. January 20: Send announcement to SLIS listservs in Bloomington and IUPUI as well as to other appropriate information outlets:

IUB ILS listservs: ILS-L@indiana.edu and ILS-STUDENTS-L@indiana.edu

IUPUI LIS listserv: soic-lis-indy-l@iupui.edu

Indiana State Library Listserv: INlibraries@lists.IN.gov

IUL News: libnews@indiana.edu

Indiana State Library Wednesday Word (<http://www.in.gov/library/contact.htm> - Ryan Brown - rybrown@library.in.gov – is the contact person as of January 2015)

2. Sample Announcement:

Dear Indiana University ILS/LIS students:

The Indiana University Librarians Association (InULA) is now accepting applications for the Julieann V. Nilson Scholarship. Any new or continuing full-time or part-time student in the MLS or MIS degree program of the Indiana University programs for Information and Library Science at either IUB or IUPUI is eligible to apply. The scholarship is intended to encourage and reward the potential for excellence in the library and information science profession. Two awards of \$1000 each will be awarded.

The deadline for submitting an application is **March 1, 20XX**. Further information about the scholarship, including the application form, is available at www.indiana.edu/~inula/wp_2012/inula-scholarship-guidelines. Please submit your application form and letter(s) of reference electronically to InULA President <PRESIDENT'S NAME and EMAIL ADDRESS go here>.

More about InULA: <http://www.indiana.edu/~inula/about/index.html>

3. March 1: Deadline for application/reference submission to InULA President.
4. Chair receives applications/references from InULA President and posts on the committee Box folder.
5. Committee reviews all applications, using the committee's IU Box folder and following guidelines and a ranking matrix like that in the sample below.
6. The Committee will complete its review of applications and make recommendations to the Board within four weeks of the March 1 deadline.

2011 Nilson Scholarship Matrix

Applicants	Ranking (1-5; 5 highest)	Comments (ref=good ref)	NOTES
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7. Committee selects X number of winner(s) and awards \$XXX scholarship(s).
8. Committee sends recommended selection(s) to the InULA President for Board vote with statements supporting the selection.

Duties of the President:

1. The President will send a letter to each applicant – rejection or congratulations.

Sample rejection letter:

Thank you for applying for the Julieann V. Nilson Scholarship offered by the Indiana Librarians Association (InULA). We received over XX applications, and the committee was impressed with the extremely high caliber of submissions that we received. Unfortunately, we are only able to award XX scholarship(s) and thus, we are not able to offer you a scholarship at this time. I appreciate the time and effort that it took for you to apply for the scholarship and to have letters of reference written. I am sorry that we cannot offer more scholarships to such highly qualified applicants. I do wish you the best of luck in your studies.

Sincerely,

Name

InULA President

2. InULA President will coordinate with Treasurer so that the award check will accompany the letter(s) of congratulations.
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Sample Congratulation letter:

Dear <Name>:

Congratulations! The Indiana University Librarians Association (InULA) has selected you as [one of] our Julieann V. Nilson Scholarship recipients. Established in 2002 as a memorial for one of IU's most dedicated librarians, to date the scholarship has allowed InULA to support many library school students and future colleagues. The selection committee felt that your application showed that you have established clear career goals, built a fine scholastic record of achievement, have embraced the promise of digital libraries, and will make a difference in the lives of others through the dissemination of information.

As a reminder, scholarship guidelines indicate your winning statement will be published in our newsletter, *InULA Notes* (http://www.indiana.edu/~inula/wp_2012/inula-notes/).

Enclosed you will find your check for \$XXX.

Best of luck and once again, congratulations!!

Sincerely,

Name

InULA President

Cc: Name, InULA Treasurer

3. Send announcement of winners to *InULA Notes* editor by April 15 (or deadline for spring issue).
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Sample announcement for InULA Notes:

Introduction to Julieann V. Nilson InULA Scholarship Winner(s)

The Grants and Scholarship Committee received XX applications for the 20XX Julieann V. Nilson Scholarship. Both the number and the quality of the applications were impressively high, and this is extremely encouraging for the future of librarianship. The selection process was very difficult as there were so many excellent statements and enthusiastic letters of support. Our final recommendation is that this year's Nilson Scholar(s) is/are <Jane Doe> [and John Doe].

<Name> blah blah blah [*for example*, has an impressive command of library technology, loads of initiative, and a mature view of the profession. In fact, she is already operating at a professional level

with international impact. Her references are glowing and her statement is both articulate and enthusiastic. In short, she is a star.]

<Name> blah blah blah [*for example*, heartfelt and extremely well-written statement on "fearless Librarianship" bowled the committee over. She shows enormous energy and enthusiasm as well as a strong commitment to the field. Her references were also glowing.]

<Name>
President, InULA

Approved by the InULA Executive Board, June 26, 2012

Updated January 26, 2014