

Indiana University Librarians' Association (InULA)

Joint Executive Board Meeting Minutes

December 3, 2014

Present: Carey Beam (IUB), Representative-at-Large
Latrice Booker (IUN), President
Lori Dekydtspotter (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

Guest: Andrea Baer, Chair of the Scholarship & Grants Committee

The meeting began at 10:01 a.m. in Meeting Room 214 of the Monroe County Public Library, Bloomington.

The November Joint Executive Board Meeting minutes were approved.

1. **Treasurer's Report** (Jennifer Laherty):

Grants have been awarded and the funds will be withdrawn from the account. Cherry Williams is in the process of conducting our audit. We are still working on adding Latrice and Christina as signatories on the IU Credit Union account.

2. **Scholarship & Grants Committee Recommendations** (Andrea Baer)

There are several proposed revisions to the committee charge and manual that came from the Committee and the 2013-14 annual report (see Appendix A).

NOTE: Prior to discussing the revisions, the Board clarified that we would not need to move to approve workflow changes to the manual. We would need to move for changes to the grant application and eligibility process and grant guidelines. In addition, it was decided that a better process was needed to track grant awards, applications, status report submissions, etc.

Recommended revisions include (from Andrea Baer via e-mail on 12/2/2014; see full text of e-mail in Appendix B):

Change #1: Committee charge

Under "Operations Guidelines," we recommend that the following be added as a standing charge:

- The Scholarship and Grants Committee should follow up on and obtain past grant reports, and keep a continuous record of the status of grant reports.

Although this has traditionally been the responsibility of the InULA President, it seems to fall more naturally to the Scholarship and Grants Committee, not least because it should inform the committee's decisions on grant funding.

Change #2: Grants Manual Eligibility Requirements

Add these requirements:

1. Individuals who have received an InULA Research Incentive Grant within the past six months are ineligible for consideration for the current funding cycle.

[After deliberation by the Board a motion was made. Motion: Latrice moved "individuals who have received an InULA Research Incentive Grant within the past six months are ineligible for consideration for the next grant cycle." Motion passed unanimously.]

2. Previous grant recipients must have completed the one-page summaries or status reports related to their grant projects in order to be considered for additional grant funding.

[After deliberation by the Board a motion was made. Motion: Latrice moved "previous grant recipients will not be considered for additional grant funding if they have not submitted a one-page summary or status report within six months of the award." Motion passed unanimously.]

An additional change was debated regarding multiple grant awards for the same overall project.

[After deliberation by the Board a motion was made. Motion: Christina moved “funding can be awarded for multiple phases for the same overall project but these applications will not take priority and must meet all previous application requirements.” Motion passed unanimously.]

Change #3: “Duties of the President,” Section 2

- Require that grant recipient status reports and final reports be submitted to the current Scholarship and Grants Committee chair, rather than to the InULA Board President.

[After deliberation, the Board approved this change. Status reports and final reports will be sent to the Chair of the Scholarship & Grants Committee. This led to clarifications: the Chair will notify the Communications Chair about grant winners to include in *InULA Notes*; The President will still notify awardees.]

- In cases in which a project was not completed within six months, require that in addition to the first status report to be submitted six months after funding, another status report be provided one year after funding, regardless of whether or not the project has been completed.

[After deliberation, the Board approved this change.]

Christina Wray will make these eligibility changes to the website.

Additional Discussion/Clarification:

- Individuals are submitting grant applications both to the Chair via e-mail and through the online form. It was decided that application materials should be sent to the Chair directly and the online form will be removed from the website.
- The previous committee chair recommended that incomplete grant applications should not be accepted. The current chair thinks it is acceptable to contact applicants to obtain absent materials. The committee will need to decide on a timeline for when materials need to be produced—most likely one week after the submission deadline.

- The e-mail outlined in the committee manual needs some revision based on the above changes. The chair will make these revisions, and Latrice will bring these to the next Board meeting.
- Grant awardees will be invited to present at the Holiday Luncheon.
- The committee should consult the advertising/marketing timeline provided in the committee manual and make any necessary revisions.

3. Membership Levels Forum (Latrice Booker)

A possible date for the Membership Levels Forum will be February or March. A change to the constitution would need to be made if we change eligibility. We need some data for our conversation: What percentage of library employees belong to InULA? What are staff credentials? We may need to survey current members. Latrice will work with Library Human Resources and regional campuses to try and obtain data.

The meeting adjourned at 11:00 a.m.

Respectfully submitted,
Christina Sheley
Secretary

Appendix A

Scholarship & Grants Committee Annual report, 2013-2014

2013-2014 committee members were Andrea Baer (IUB), Catherine Lemmer (IUPUI), Catherine Minter (IUB; Chair), and Christina Wray (IUB). Catherine Lemmer and Catherine Minter were continuing members; Andrea Baer and Christina Wray were both new to the committee.

Research Incentive Fund Grants

The committee received a total of eleven applications for Research Incentive Fund Grants in 2013-2014, of which nine were recommended for funding. \$5,722 out of an available \$6,000 was awarded, as follows:

- Asher, Andrew (IUB). "Images of Protest: Understanding Ukraine's Euromaidan Movement through Twitter's Visual Media." (\$750 awarded April 2014)
- Donovan, Carrie (IUB). "Indiana Collaborative Investigation through Ethnography (InCITE)." (\$700 awarded January 2014)
- Keogh, Kristina (IUB). "The Presentation of Incorruptibility: The Praesentia of the Female Saint." (\$700 awarded October 2013)
- Khabibullaev, Akram (IUB). "Library Resources for Central Eurasian Studies." (\$500 awarded April 2014)
- Marsh, Moira (IUB). "Jokes Do Not Exist." (\$250 awarded April 2014)
- Mugambi, Florence (IPFW). "Building Library Relationships in Ontulili, Kenya." (\$700 awarded October 2013)
- Peters, Charles (IUB). "Music score processing: greater efficiency through analysis." (\$700 awarded January 2014)
- Winterman, Brian (IUB). "Dissemination of SEA Scholars Project Results." (\$750 awarded January 2014)
- Yates, Frances (IUE). "Beyond library space and place: creating a culture of community engagement through library partnerships." (\$672 awarded April 2014)

Julieann V. Nilson Scholarships

The committee was notified that funding for two \$1,000 awards would be available in 2014. We received a total of ten applications for Nilson Scholarships. Scholarships were awarded to Erika Jenns of Bloomington, Indiana, and Carrie Watson of Farmland, Indiana. The winning essays were published in *InULA Notes* 26 (2014).

Research Incentive Fund Grant guidelines: recommended revisions

Based on our experience of reviewing applications for InULA Research Incentive Fund Grants, the committee would like to recommend several revisions to the grant guidelines that we believe will clarify and streamline the application process for future applicants and committees.

Under “Priorities for Awarding the InULA Research Incentive Fund,” we recommend that the following guidelines be added:

1. Incomplete applications will not be considered.
2. Preference will be given to applicants who provide a detailed budget, including information on how amounts requested have been calculated.
3. Funding will not be awarded to the same applicant in two consecutive years.
4. Funding will not be awarded if reports on prior InULA grants have not been submitted.

The rationale behind these recommended changes should, for the most part, be obvious. Most controversial, perhaps, is the recommendation that funding should not be awarded to the same applicant in two consecutive years. This recommendation has its basis in the committee’s belief that applicants should be encouraged to pursue other sources of funding in addition to InULA Research Incentive Fund Grants.

Special attention should be drawn to the recommendation that applicants who have not submitted reports on previous InULA grants should be ineligible for further support until those reports are completed. A surprisingly large percentage of applicants fall into this category, doubtless because they simply forget to submit reports. As an additional means of reminding colleagues of this responsibility to InULA, the Programs and Social Committee might consider organizing an annual event at which grant recipients from the previous year would be required to give short presentations on their recent grant activities.

Committee charge: recommended revisions

Our first recommended revision to the Scholarship and Grants Committee’s charge arises out of the foregoing point. Under “Operations Guidelines,” we recommend that the following be added as a standing charge:

- The Scholarship and Grants Committee should follow up on and obtain past grant reports, and keep a continuous record of the status of grant reports.

Although this has traditionally been the responsibility of the InULA President, it seems to fall more naturally to the Scholarship and Grants Committee, not least because it should inform the committee's decisions on grant funding.

To facilitate the work of future committees, we also recommend that the following charge be added for the 2014-2015 Scholarship and Grants Committee:

- The committee should agree on a schedule of advertising (venue, frequency) and a standard press release.

Report respectfully submitted by Catherine Minter, May 2014

Appendix B

InULA Grants & Scholarships Committee Recommended Revisions to Charge and to Grants Manual

Committee charge (text from the 2013-14 committee annual report)

Under "Operations Guidelines," we recommend that the following be added as a standing charge:

- The Scholarship and Grants Committee should follow up on and obtain past grant reports, and keep a continuous record of the status of grant reports.

Although this has traditionally been the responsibility of the InULA President, it seems to fall more naturally to the Scholarship and Grants Committee, not least because it should inform the committee's decisions on grant funding.

Grants Manual

Eligibility Requirements

Add these requirements:

4. Individuals who have received an InULA Research Incentive Grant within the past six months are ineligible for consideration for the current funding cycle.
5. Previous grant recipients must have completed the one-page summaries or status reports related to their grant projects in order to be considered for additional grant funding.

"Duties of the President," Section 2 (text pasted below)

Current text:

2. **Following-up on one-page summaries:**

A brief summary of the grant recipient's research should be submitted to the InULA Board President no later than six months after the completion of the project/research. If the project is not completed within six months, a brief status report should be sent to the President at the six-month mark for information only, with a final summary report to be submitted on full completion of the work. Once the summary report is received, the President will delete all application materials from SharePoint; this will usually coincide with the end of the fiscal year. [Note: Board is discussing adding a report form online.]

Change to:

A brief summary of the grant recipient's research should be submitted to the ~~InULA Board President~~ **current Scholarship and Grants Committee Chair** no later than six months after the completion of the project/research. If the project is not completed within six months, a brief status report should be sent to the ~~President~~ **Scholarship and Grants Committee Chair** at the six-month mark for information only, **and at the one-year mark a summary report should be submitted to the Scholarship and Grants Committee Chair. If the project is still in progress at that time, this project's status can be outlined in the summary report** ~~with a final summary report to be submitted on full completion of the work.~~ Once the summary report is received, the ~~President~~ **Scholarship and Grants Committee Chair** will delete all application materials from SharePoint; this will usually coincide with the end of the fiscal year. [Note: Board is discussing adding a report form online.]

- Require that grant recipient status reports and final reports be submitted to the current Scholarship and Grants Committee chair, rather than to the InULA Board President.
- In cases in which a project was not completed within six months, require that in addition to the first status report to be submitted six months after funding, another status report be provided one year after funding, regardless of whether or not the project has been completed.