

Indiana University Librarians' Association (InULA)  
Executive Board Meeting Minutes  
November 21, 2011

Present: Chanitra Bishop, Representative-at-Large  
Lori Dekydtspotter, Treasurer  
Wendell Johnting, Secretary  
Jennifer Laherty, President  
Jo McClamroch, Representative-at-Large  
Steve Miller, Past President  
Kate Moore, Vice President/President-Elect (by phone)  
Christina Wray, Representative-at-Large (by phone)

The meeting began at 2:33 p.m. in Room 252E of the Wells Library, Bloomington.

1. President Laherty began the meeting by seeking approval of the September 22, 2011 executive board meeting minutes, as well as the minutes from the special executive board meeting held October 4, 2011. Kate moved, and Steve seconded, approval of the September 22 minutes. Steve moved, and Jo seconded, approval of the October 4 minutes. There being no discussion, the board voted unanimously to approve these minutes.
2. Next, the discussion concerned the audit Nels Gunderson submitted for the 2010-2011 financials. Lori agreed to contact last year's Treasurer concerning the status of original paper receipts for activities during that time period, and will report back to the board about what she has found out about these receipts. She will also notify this year's Program and Social Committee to save all receipts they may accumulate for activities they stage. Lori is working on writing down procedures for the Treasurer's duties. Jen agreed to write a thank you letter to Nels for his work on auditing the financial reports.
3. Jen stated that she sent out a request on the InULA listserv regarding the work of committees for presentation at today's board meeting, and received three committee reports, as well as notes from various committee members.
  - Book Sale Committee: Lori reported that she and Christina had submitted a report for this committee. This year, the committee members will ask volunteers to keep track of how many hours are spent on book sale-related work. Christina and she will write a short report after the book sale, which will include volunteer hours spent on the sale in relation to the proceeds. They also discussed whether the Book Sale Committee should have a revised charge encompassing a broader range of fundraising activities. The newly formed Fundraising Committee could investigate new avenues of fundraising opportunities, and also could explore contacting the library development officer regarding ways of seeking donations for InULA programs. The whole committee met on November 1 concerning the book sale; the sale will be held April 14 and 15. The Indiana University Press will send donations of new books from their inventory. A new poster has been designed, and will be sent to various library departments to solicit more gift books. The committee has already placed ads in some venues, and will continue

to do so. Physical Plant has also been notified concerning set-up of the sale room, and in February, there will be a pizza party for those sorting sale books (and another one probably closer to the time of the sale).

- Communications Committee: Kate reported that Andrea Morrison, the committee chair, and members of the committee are focusing on the special charge to the committee: to review the current InULA website and inventory the types of content present, and to make a recommendation to the InULA Board on necessary structural changes to aid navigation and usability for the new site. Various committee members volunteered to review specific topics covered on the website. Jennifer Liss from the committee has agreed to post a wireframe of the website online using WordPress so the committee can discuss and evaluate functionality, and Andrea will compile a report. Other items the committee discussed were navigating/renaming the main menu bar, interactive activities available on the redesigned site, online forms, document clearing/uploading, and payment of dues online. Andrea's report will hopefully be submitted to the board by the second week of December. Working on this charge will delay the publication of the *InULA Notes* to mid or late December instead of early December.
- Constitution & Bylaws: Wendell reported that the committee needs to discuss the need for a vice-chair of the committee. The committee has also been charged to put forward to the membership at large several revisions or additions to the Constitution and Bylaws: a.) revision of the Constitution, Article V, Section 5, concerning the duties of the Representatives-at-Large administering membership recruitment and retention (i.e., including adding other members to the Membership Committee other than Board Representatives), as well as eliminating the date for the beginning of the membership drive b.) revision of the Bylaws, Article III, to add vice-chairs to the committees. c.) adding the Membership Committee to the Bylaws, Article III, Section 6, and detailing its makeup as well as any specific charges. Other changes to the Constitution and Bylaws may be put forward by the board before years' end.
- Membership Committee: Christiana and Jo explained the activities of this committee, and Christina agreed to become vice-chair of this committee. So far, this committee has discussed having committee members assigned to the various campuses as "Outreach Librarians." Each member would be responsible for working on an individual basis with librarians on one or two campuses. The committee also discussed the purpose of InULA, and what professional development looks like for librarians in the twenty-first century. Additionally, they have suggested that InULA could become a forum for librarians to discuss specific aspects of their jobs, such as resource sharing, instruction, etc.
- Program & Social Committee: Chanitra reported that this committee is hosting a Quilling Workshop on November 29 in Room 043 of the Wells Library; remote access will not be available for it. December 9 is the date of the InULA Holiday Luncheon in the Grand Hall of the Neal Marshall Black Culture Center in Bloomington. Guest speaker will be Dr. Stasa Milojevic from SLIS. There is a possibility of a February professional development workshop on information architecture, and an outdoor event is contemplated for March.

- Scholarship & Grants Committee: Jen announced that all board members approved the research incentive grant application received for the first funding cycle. Jo will notify recipients of this award by e-mail, and will tell them they will hear further from Jen in a follow-up letter and an enclosed check. Jo will also contact the chair of the committee regarding the approval.
4. Lori submitted a paper Treasurer's report with the amounts in each InULA account as of November 20, 2011:

Checking:	\$1,060.42
Regular Savings:	\$5.00
Money Market:	\$18,247.00
Scholarship Endowment:	\$8,254.04
Three-year Certificate:	\$11,789.29
  5. Jen stated she would follow up with the remaining items on the agenda by e-mail to the board membership, and will solicit response of these items from the board.
  6. The meeting adjourned at 4:00 p.m.

Respectfully submitted,  
Wendell Johnting, Secretary