

InULA Board Meeting

October 4, 2006

InULA Executive Board Meeting

LIT Conference Room, Wells Library, IUB

Wednesday, October 4, 2006, 1:30-3:00

Present: Gary Charbonneau, Jo McClamroch, Roger Beckman, Kathleen Hanna, Vincci Kwong, Kirsten Leonard, Sally Neal, Monique Threatt

Absent:

The meeting was called to order at 1:33.

1. Minutes

The minutes from Aug. 24th meeting were approved.

2. Treasurer's Report (Jo)

Jo distributed the treasurer's report. She also reported that she wrote the Dean's Fund check (\$800) and gave it to President Charbonneau to present to the Dean. Kristi Palmer is writing an executive summary of her audit that should be in next week. Jo also reported that in the past InULA commemorative mugs have been given to donors and new members. She has a box of mugs and will be sending them out. Kathleen suggested asking Miriam Murphy, who may also have a box, to see if they can be hand delivered to some members to reduce shipping costs. Jo is trying to get rid of the ones that she has. She may be using UPS and asking for reimbursement. The possibility of using Campus mail will be investigated as well.

3. Proposed committee membership list (attached).

Gary's proposal for committee assignments was derived from the indications checked on received membership forms. Other than the chairs, none of the members have been notified.

Discussion on committees:

Book Sale Committee – Jo reminded the Board that the previous practice was to have a co-chair. Gary felt that if the work of book delivery was shared then one chair would be sufficient.

Communications Committee –

- There was discussion on the need to ensure the publication of InULA Notes and what the Board and liaison could do to improve communication with the committee. The charge for the previous year was not met. It was suggested that the Board direct the content, such as scholarship and grant winners, minutes, reports, etc., and the committee would provide the packaging.
- A new standing agenda item for future Board meetings would be reports from the liaisons. Liaisons could request a report prior to the Board meeting to act as a reminder to complete their duties.
- Committee members are supposed to have staggered terms, but it has not worked out that way this year because of the number of members who have previously served. We ask for volunteers for committees and we may not be able to meet the provisions of the bylaws. The bylaws require a minimum of three members for committees but there is no maximum.
- Kathleen suggested changing the bylaws to have the Communications Committee be a member of the Executive Board so that they would be in the information pipeline. The suggestion was made to ask the committee chair to attend Board meetings. This suggestion was not pursued at this time.
- The deadline for the Fall InULA notes was set for November 15. Content should include the Endowment Report and a notice to solicit comments on the Endowment Report InULA-I or send comments to the Board. Vincci suggested that Regional campus news be included. Gary recommended that Vincci gather this information. Jo suggested including information about new librarians at the regional campuses. Gary suggested that this committee may need a committee handbook to set what, when, and how its duties should be completed.
- The Web site should be updated immediately to show Gary and not Anne as contact and President. Gary will contact Suzanne, the InULA webmaster, to have that completed.

Scholarship and Grants – Sylvia agreed to chair but with conditions. She initially requested assistance with the mailings, but will instead have the department secretary assist. She requested three weeks lead-time between the receipt of the applications and the date the committee is required to report to the board. She also requested a sufficient budget because last year they had to turn down good applications. Gary wants to consider this request further because of the Endowment Report recommendations that include the inability to touch funds for ten years. Jo suggested putting a ceiling on awards to be able to fund more projects. Jo will look at what the budget numbers mean and what the difference is between the Grants and Scholarships budget and the Research Incentive Grants and SLIS Scholarship. Scholarship and grant application deadlines seem to be inconsistent with Board meetings and for allowing the committee to complete its work on Oct 1, Jan 1, and April 1, and the Nelson Scholarship deadline of Mar 1. The InULA Web site still instructs members to send the applications to Anne. A reminder was not sent out for the first application deadline. No applications have been received to date. Grant guidelines and deadlines should be published in InULA Notes.

Program and Social – The luncheon room has been reserved. TaeminPark will work on particulars of the program and menu. The committee also creates the ILF Silent auction and handles refreshments. Jo suggested adding more than three members to the committee because of the amount of work. Jo will work on recruiting more members.

Nominations & Elections – According to bylaws, it must be comprised by drawing lots of InULA members. Jo will try to do this by the next Board meeting.

4. Endowments Task Force Report

The report will be included in the next InULA Notes and comments from the membership will be solicited.

5. Committee budgets

The Board was not ready to discuss the committee budgets pending more information on the difference between the various scholarship and grant budgets.

6. Request from Lynda Clendenning for join sponsorship of presentation by Moira Smith

This request would fall under the Professional Development Fund. The deadline is not until January 1. It was suggested that they see the web page and fill out the application form closer to the event.

7. Old business

No other old business was discussed.

8. New business

Jo volunteered to draft committee budgets based on actual expenditures from the previous year. Gary was delighted to accept this suggestion. The committee budgets do not match committee names and Jo will work with Gary to reconcile the names.

The meaning of InULA membership and relationship between treasurer and the web master and listserv was discussed. Emily Okada maintains the listserv from the web form submission. The treasurer compiles a list of paid members for the nominations committee drawing.

The next meeting will be roughly one month from now.

The meeting was adjourned at 2:57.