

Indiana University Librarians' Association (InULA) Annual Business Meeting

15 May, 2014

Members Present: Chanitra Bishop, Latrice Booker, Michael Courtney, Lori Dekydtspotter, Carrie Donovan, Jennifer Laherty, Kate Moore, Andrea Morrison, Bob Noel, Emily Okada, Naz Pantaloni, Taemin Park, Christina Sheley.

The meeting began at 2:03pm at E174, Herman B Wells Library, Bloomington.

1. President Dekydtspotter welcomed the members to the Annual Business Meeting and thanked those that have served on committees throughout the year. Lori then introduced the Executive Board members:

Chanitra Bishop (IUB), Representative-at-Large
Latrice Booker (IUN), Vice President/President Elect
Michael Courtney (IUB), Secretary
Jennifer Laherty (IUB), Treasurer
Kate Moore (IUS), Past President
Christina Sheley (IUB), Representative-at-Large
Angie Thorpe (IUK), Representative-at-Large

2. Lori then mentioned major InULA accomplishments for 2013-2014 that included a highly successful annual Book Sale and the continued migration of the online archives to the Archives of Institutional Memory (AIM) and IUScholarWorks.

3. Lori also stated that the InULA Staff Professional Development Award was suspended in 2014 to re-assess its effectiveness. Lori suggested that the incoming InULA board will need to discuss the award and best steps for moving forward.

4. Lori also advised the incoming Board to discuss the annual holiday luncheon and best steps for improving this successful annual tradition.

5. Jen presented the annual Treasurer's Report (see attached).

6. Individual committee reports were then provided as follows:

- a. Ad Hoc Writing and Publishing Committee: (see attached)
- b. Book Sale Committee: (see attached)
- c. Communications Committee: (see attached)
- d. Constitution and Bylaws Committee: (see attached)
- e. Elections Committee: (see attached)
- f. Membership Committee: (see attached)
- g. Program and Social Committee: (see attached)
- h. Scholarship and Grants Committee: (see attached)

7. Carrie Donovan suggested that the Program & Social Committee host an InULA grant recipients' panel to present their research. Carrie stated this could occur during the year following the award. The incoming Board will consider this suggestion.

There being no additional business, the meeting adjourned at 3:12pm.

Respectfully submitted,
Michael Courtney
Secretary

*InULA Financial Report, reported at May 15, 2014 InULA Business Meeting
July 1, 2013 – April 30, 2014*

Current Balances, as of May 14, 2014

Checking IUCU:	\$2,529.20
Savings, sub 1: (required account and used for overdraft protection on Checking) - IUCU	\$505.62
Savings, sub 2: (money market) – IUCU	\$25,926.48
3 year Certificate IUCU:	\$12,104.53
Nilson scholarship account (IU account)*:	\$10,204.00
Total:	\$51,269.82

*As of 2/6/2014 there was a principal balance of \$28,410.29 and an available balance of \$10,204.

Pending Payments:

May 2014	\$1,922	Grant cycle 3 (3 awards)
May 2014	\$2,000	Nilson Scholarships (2 awards)
May 2014	\$350	To IU Libraries for hosting book sale in Wells E174
Total:	\$3,922	

Deposits:

Scholarship donation:	\$15
Membership Dues:	\$638.76 (2 payments were made for FY15; not included here)
Dividends from all IUCU accounts:	\$80.43
December Lunch:	\$291
Book sale and book selling*:	\$8,101.30
Total:	\$9,126.49

*Break down:

- Book sale: \$3,561.50
- Amazon.com sales: \$3,105.96
- BookSprint sales: \$1,086.74
- MSE Books sales: \$347.10

Expenditures:

Grants (9 given)*:	\$5,772
Scholarships (2 given):	\$2,000
Book sale 2014 check to IUL Dean:	\$350
Book sale sorting, supplies & mailings:	\$456.20
Programs/Social (not including Dec. Lunch):	\$104.27 (May business meeting)
December Lunch:	\$467.37
Total:	\$9,527.74

*Grants were paid in the following increments:

- \$750 (3), \$700 (3) \$672 (1), \$500 (1), \$250 (1) = \$5,772

The annual InULA audit was conducted by Carey Bean (IUB) and available upon request. The treasurer greatly appreciates Carey's time to prepare the audit.

Respectfully Submitted,
Jennifer Laherty, InULA Treasurer 2013-14
May 15, 2014

Attachment A:
Ad-Hoc Writing & Publishing Committee Report
InULA Annual Business Meeting
May 15,2014

The committee started the year by sending a survey to the InULA membership to determine the direction the committee should take for the upcoming year. We had a high response rate with a total of 57 people taking all or part of the survey and 29 people completing the entire survey. From the survey we learned that members are interested in writing groups and learning more about the research process, in particular research methods, creating surveys, facilitating focus groups and writing lit reviews. There was also strong interest in writing mentors.

The committee decided to form writing groups. We held two introductory writing group meetings, an accountability meeting and a writing/critique group meeting. After the initial meetings we decided to merge the two groups together to make it more convenient for everyone to participate. The meetings are set up as drop-in so members come as their schedule allows. We welcome and encourage everyone to come to each session but it is not required.

The group will meet for 90 minutes. The first 30 minutes will be for accountability, for members to report back on their research progress. Members are also invited to share writing tips during this time. The last hour will be reserved for writing and critiquing. Members are not required to stay for the entire session, you could come for the first 30 minutes or for the hour of writing.

If a members would like to have work critiqued, they will need to share the writing ahead of time and give the group a minimum of one week notice so that members have time to read the writing piece prior to the meeting.

Two biweekly meeting times have been scheduled for alternating weeks:

Mondays 8:30-10:00am, Wells Library, E252

May 18 July 14
June 2 July 28
June 16 Aug 11
June 30 Aug 25

Conference Call Info:

Phone Number: (812) 856-3600

Participant PIN: 002746#

Thursdays 2:00-3:30pm, Wells Library, 043

May 29 July 24
June 12 Aug 7
June 26 Aug 21

July 10

Phone Number: (812) 856-3600

Participant PIN: 990422#

If you have any questions regarding the writing groups feel free to contact Chanitra Bishop at chbishop@indiana.edu or Sherri Michaels at shmichae@indiana.edu

We will be promoting the writing groups with a poster at Librarians' Day. We have also submitted a proposal for a session at Librarians' Day titled Research Methods: Creating & Analyzing Surveys. If accepted, Rachel Applegate, IUPUI School of Informatics & Computers, formerly SLIS professor, will speak about research methods and creating surveys.

Attachment B:
InULA Book Sale Report, 2013-14

TO: Lori Dekydtspotter, President, InULA
FROM: Naz Pantaloni, Chair, InULA Book Sale Committee, 2013-2014
DATE: 13 May 2014
RE: InULA Book Sale Committee 2013-2014 Annual Report

I am delighted to report that the InULA Book Sale Committee had a successful year, thanks to the invaluable input and assistance of this year's members: Gary Charbonneau, Mike Courtney, Lori Dekydtspotter, Lewis Johnson, Bob Noel, Emily Okada, and Chuck Peters.

The Book Sale Committee instituted two new successful fundraising initiatives during the past year in order to better and more effectively commodify book donations.

The first initiative was spearheaded by Bob Noel. Through his efforts the book sale committee entered into an arrangement with BookSprint, a small company in Louisville, KY, that partners with public and private organizations to sell used books online through various sources, such as Amazon, while donating or responsibly recycling materials with no commercial value. They split their proceeds 50/50 with partnering organizations, providing account statements and checks on a quarterly basis. The company was a partnership that has since split into two separate sole proprietorships that we are dealing with individually.

Since August, InULA has received \$1,467.79 from the two former partners, with most of the books we gave to them still in their inventory. While the demise of the original partnership raises some concerns, I recommend that InULA continue to work with the two former partners during the coming year. They help the committee to maintain the book sale inventory in our smaller storage space, while also generating additional revenue for books that have not sold at the annual sale, and that would be difficult to sell and ship through InULA's own Amazon account.

Our second initiative was the Amazon account established in August 2013 as a means of selling premium priced books for more than we could realize through the traditional book sale. Since the inception of InULA's Amazon account, we have sold 77 books at an average price of \$41.76. Our total gross sales amounted to \$3,215.96. After deducting \$378.26 for shipping costs, our net sales amounted to \$2,837.70.

InULA's annual book sale continues to be a significant source of revenue for the organization. This year we made \$3,289.50. The success of this year's sale was due to the following volunteers: Erin Byers, Rachael Cohen, Nick Homenda, Akram Khabibullaev, Ruth Light, Lou Malcomb, Moira Marsh, Catherine Minter, Andrea Morrison, Bob Noel, Emily Okada, Johnny Popp, Mary Popp, Todd Ramlo, Christina Sheley, Rachael Stoeltje, Sandra Taylor, Monique Threatt, Hans Van Der Genugten, and Thomas Whittaker. I am especially indebted to Emily Okada for her invaluable help in coordinating the volunteers and helping me to organize the book sale.

Through our combined efforts, the InULA book sale committee has raised a total of \$7,594.99 during the past year.

Attachment C:

Communications Committee Annual Report 2013-2014

Committee Membership:

Ashley Ahlbrand (2012-2014), Chair

Katie Emery (2012-2014)

Stacy Konkiel (2012-2013)

Wendell Johnting (2013-2015)

Jian Liu (ex officio)

Gary Wiggins (ex-officio), webmaster

Michael Courtney, board liaison

Stacy Konkiel left the committee in early Spring 2014, upon taking a job at another university.

Charge:

This committee shall administer the InULA website. It shall compile, edit, prepare, and distribute all publications, both print and electronic, of the Association.

Website:

Ashley Ahlbrand handled website content updates this year. This consisted of updating the InULA Notes sections of the website and the committee membership lists.

Recommendation – In June, there was talk of adding a form to the website for members interested in paying by check, rather than through PayPal. A temporary fix has been made for this, but the committee would recommend asking a member with coding skills to create a more permanent solution for this.

InULA Notes:

As usual, the Committee published two issues of InULA Notes – a Fall and Spring issue. The Fall issue was published December 1, 2013, and the Spring issue was published May 1, 2014. All committee members were asked to take part in editing, and were duly credited for that task. The Fall issue contained articles by Naz Pantaloni and Stacy Konkiel, as well as the standard letter from the President, Lori Dekydtspotter, the Meet the New(ish) Librarians column, compiled by Ashley Ahlbrand, and four RIF reports. The Spring issue contained articles by Ashley Ahlbrand, Susan DeMaine, and Ben Keele, as well as the standard letter from the President, the Julieann V. Nilson essay winners, and two RIF reports. Four more RIF reports have been submitted since the Spring publication, and are already in the Fall 2014 folder of the Committee's SharePoint site, ready for publication in the Fall.

The Committee continues to use the Google Docs Copyright Policy Acknowledgement Form for all article authors. This year we had one author concerned about the strictness of the copyright policy who wished for her article to have a CC-BY license, attribution only. Ashley Ahlbrand conferred with the board about this, and we decided to allow it. Ashley created another Copyright Acknowledgment Form in Google Docs for her to use, accessible [here](#).

Recommendation – The board and/or the Communications Committee may want to reconsider the Copyright Policy to take into account authors' individual preferences, or at the very least to be prepared for this kind of request in the future.

Respectfully submitted, Ashley Ahlbrand, chair 2013-2014

Attachment D:
Annual Report
InULA Constitution & Bylaws Committee
2013/2014

Members:

Kate Moore, chair
Richard Humphrey, member
Latrice Booker, board liaison

The Committee met on December 12, 2013 to review and discuss amendments to the InULA Constitution and Bylaws.

The following items are recommendations for next year's committee to bring to the board for final discussion, with a vote by regular members in June 2015:

Recommendations:

1. [Constitution](#): Article III; Section 4; Part D-F & [Constitution](#): Article VII; Section 3:
 - Remove "mail" so that online balloting is not precluded. Article III Section 4 Parts D-F to read:

D. Any question shall be voted on by ballot if it is so ruled by a majority of the regular members present.

E. All ballots shall have a time limit of fourteen days. The final date shall be marked on each ballot. All ballots received after that date shall be considered void.

F. Elections of officers and Representatives at-Large shall be by ballot.

- Remove "mail" so that online balloting is not precluded. Article VII Section 3 to read:

A proposed amendment shall be discussed at one general meeting of the Association and the vote shall be by ballot.

2. [Constitution](#): Article V; Section 4:

- The Bylaws and Constitution have conflicting information about when the Treasurer needs to submit their final report to the Executive Board (the Constitution states August 15th while the

Bylaws (Article V Section 3) states August 1st. Modify the Constitution so that it reads:

Sec. 4. It shall be the duty of the Treasurer to collect dues, to notify all Association members of dues changes, to have charge of all monies belonging to the Association, and to disburse same upon order of the Executive Board. The Treasurer shall submit quarterly reports to the Executive Board, an interim report at the annual business meeting, a final report to the Executive Board on or before August 1 covering the previous fiscal year, and other reports as requested by the Executive Board.

3. [Bylaws](#): Article I; Section 1:

- It is currently unclear whether or not retired librarians should be considered associate members (as stated in the Constitution, Article III; Section 1; Part B) or regular members (somewhat implied in Bylaws Article 1 Section 1). Modify the Bylaws so that this section reads:

Membership Dues. The annual dues for all members of the Association shall be payable at any time during the year. Membership shall be free to those joining during the first year of their appointment as a library faculty member at Indiana University. Membership shall also be free to retired librarians.

4. [Bylaws](#): Article III; Section 2:

- The last revision of the Bylaws added the "vice chair/chair elect" position to each committee (see Article 3; Section 1); however, Article III; Section 2 implies that the Executive Committee is responsible for choosing the chair each year. Change the Bylaws to remove the sentence about the Executive Committee choosing the chair each year.

Sec. 1 Standing committees shall consist of at least three members, and one of the members of each committee shall agree to serve as vice-chair/chair-elect. The chairperson and vice-chair/chair-elect must be Regular members.

Sec. 2. Appointment to standing committees shall be for two membership years, with half of the membership appointed each year. The Executive Board shall appoint members to committees.

5. [Bylaws](#): Article III Section 6; Parts E-F:

- The Communications Committee is no longer responsible for the InULA listserv (the Membership Committee has taken over this role). Modify the Bylaws to read:

E. Communications Committee. This committee shall administer the InULA Web site. It shall compile, edit, prepare and distribute all publications, both print and electronic, of the Association.

F. Membership Committee. This committee shall conduct the annual membership drive, contacting new librarians during the year to inform them of the Association and invite their membership, administer the InULA listserv, and to assess the needs and interests of members in order to advise the Executive Board in its planning.

A sixth proposed amendment was discussed but tabled:

[Constitution](#): Article III; Section 1; Part A-B:

Remove "Associate membership" as a membership group so that Section 1 Part A reads:

Regular membership. Regular membership is available to any of the following:

1. Any person who holds an appointment as a library faculty member on any campus of Indiana University.
2. Former librarians of the Indiana University Libraries.
3. Faculty members of the Indiana University School of Library and Information Science.
4. Retired librarians of Indiana University Libraries.
5. Any other librarian not specifically covered above who is interested in supporting the purposes as stated in Article II.

Respectfully submitted,
Kate Moore
June 2, 2014

Attachment E:

**Elections Annual Report
2013-2014**

The Elections Committee was comprised of 3 members of the Nominations Subcommittee: Emily Odaka (chair); Judith Anspach; and Timothy Sutherland. The Electoral committee had one member, Eric Snajdr. The election was held for 4 positions: Vice President/President Elect; Secretary; and 2 Representatives-at-Large.

Nominees were:

Vice President – President Elect

Andrew Asher (Bloomington)

Polly Boruff-Jones (Kokomo)

Christina Wray (Bloomington)

Secretary

Andrea Baer (Bloomington)

Catherine Lemmer (Indianapolis)

Madelyn Shackelford Washington (Columbus)

Christina Sheley (Bloomington)

Angie Thorpe (Kokomo)

Representative at Large

Carey Beam (Bloomington)

Benjamin Keele (Indianapolis)

Naz Pantaloni (Bloomington)

Scott Sandburg (Northwest)

Monique Threatt (Bloomington)

A call for nominations was posted on the InULA listserv on April 21st. Nominations via-mail closed on April 28th. Ballots were distributed by email using Qualtrics due by May 31st. Eric Snajdr reported the results to the President and Vice President/President elect.

Election results:

Vice President/President Elect – Christina Wray

Secretary – Christina Sheley

2 Representatives-at-Large – Carey Beam and Naz Pantaloni

Respectfully submitted,

Latrice Booker

Vice President/President Elect

Attachment F:

InULA Membership Committee Report 2013-2014

InULA Bylaws regarding Membership Committee: This committee shall conduct the annual membership drive, contacting new librarians during the year to inform them of the Association and invite their membership, and to assess the needs and interests of members in order to advise the Executive Board in its planning.

Members:

Chanitra Bishop
Ria Lukes , Chair
Christina Sheley
Angie Thorpe

The InULA Membership Committee handled business via email. Below are highlights of plans and accomplishments of the InULA Membership Committee from the period July 1, 2013-May 15, 2014.

As of May 12, 2014 there are 79 InULA members. There are 200 email addresses on the listserv.

First time hires were identified for the period January 1, 2013 through May 1, 2014. A membership letter and an InULA mug were delivered to all new hires who should receive a one-year free membership to InULA. Nineteen new librarians were identified; 12 from Bloomington, four from IUPUI, and 1 each from the Kokomo, Northwest and South Bend campuses.

Non-renewing members were contacted via email reminding them to renew in November 2013.

The listserv was updated for bouncing email addresses. New addresses were added as requested.

The InULA membership committee was tasked with updating information on the InULA webpage (http://www.indiana.edu/~inula/wp_2012/) regarding how to pay by check rather than through PayPal. A committee recommendation was forwarded to the InULA officers regarding changes to the webpage and it is now in the hands of the webmaster to make the changes.

The official 2014-2015 membership drive will begin on June 6, 2014. The InULA Membership Committee will have a table at the IU Librarians Day on June 6, 2014. Donated door prizes will be given away on behalf InULA. A brief statement will be made urging librarians to join for the 2014-2015 academic year.

The Chair of the committee plans to update the Membership Committee manual prior to July 1, 2014.

Respectfully submitted,

Ria Lukes
InULA Membership Committee Chair
May 12, 2014

Attachment G:

InULA Program and Social Committee Annual Report 2013-2014

During the 2013-2014 Academic Year, the Program and Social Committee held two events: The Holiday Luncheon on Friday, December 13, 2013, and the Business meeting on Thursday, May 1, 2014.

Holiday Luncheon

This year the Committee decided to again hold the Holiday Luncheon at Bloomington's FARM restaurant, 108 E. Kirkwood Ave., due to positive reviews from attendees the year before. The meal was \$12 for InULA members and \$15 for non-members, and included meal choices that were meat-, vegetarian-, and vegan-friendly. Each attendee received a plate of salad, soup, and a half sandwich. We also elected to raise the price a bit (to \$12) in order to provide members and non-members with a cookie plate as dessert. This was very popular the previous year and we obliged everyone again this year. Unlike the previous year, the Committee decided to eliminate speakers during the luncheon. It was felt that the speakers were distracting, and people were more interested in conversing with friends and those from other campuses. This was a success, and we might again adopt this practice for the future.

Business Meeting

The Committee decided to cater the Business meeting with small snacks, cookies, and beverages. Committee member Carrie Donovan purchased a sampling of food items and delivered them to the meeting in person. Since it was the last meeting of the year, we felt it necessary to thank the committee heads for a job well

done and helping guide InULA through another great year. The snacks were positively received, and the Committee would be happy to provide them again in the future.

In general, the Program & Social Committee was glad to arrange opportunities for InULA members to interact, socialize, and network throughout the 2013-2014 academic year.

Brandon Bowen
Program & Social Committee Chair

Attachment H:

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