

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

23 August, 2012

Present: Chanita Bishop (IUB), Representative-at-Large
Latrice Booker (IUN), Representative-at-Large
Michael Courtney (IUB), Secretary
Lori Dekydtspotter (IUB), Vice President/President Elect
Wendell Johnting (IUPUI), Outgoing Secretary
Jennifer Laherty (IUB), Treasurer
Jo McClamroch (IUB), Outgoing Representative-at-Large
Kate Moore (IUS), President
Christina Wray (IUB), Representative-at-Large

The meeting began at 10:00 a.m. in the Administrative Conference Room of the Herman B Wells Library, Bloomington.

1. President Moore thanked outgoing board members Jo McClamroch and Wendell Johnting for their excellent service.
2. Kate proposed combining all InULA committee manuals into one 'master' manual to better facilitate communication between committees. The board agreed unanimously and recommended storing such a manual on SharePoint. Kate will pursue this initiative.
3. The board next discussed committee assignments. Jen as sent the Board members all of the committee/chair preferences based on the membership application forms in a spreadsheet, which contains the name of the committee and ranking of committee preferences by members. Following are the suggestions as agreed to by the Board regarding the members assigned to each committee as well as its board liaison, along with a charge and budget. Liaisons for each committee will contact each member of his/her committee and ask them about serving, relate the charge, etc.

Ad Hoc Writing/Publishing (2012-2013):

Chanitra Bishop (2012-2013), Board Liaison and Chair

Latrice Booker (2012-2013)

Sherri Michaels (2012-2013)

Christina Sheley (2012-2013)

Angie Thorpe (2012-2013)

Andrea Morrison (2012-2013)

Charge: Explore ways in which InULA can assist librarians with

writing and publishing.
Budget: \$0.00

Book Sale Committee:

Lori Dekydtspotter (2011-2013), Board Liaison and Chair
Gary Charbonneau (2011-2013)
Michael Courtney (2011-2013)
Emily Okada (2011-2013)
Alice Wei (student) (2011-2013)
Wookjin Cheu (2012-2014)
Naz Pantaloni (2012-2014), Vice chair/Chair elect
Charge: This committee shall organize a book sale, normally held in conjunction with National Library Week.
Budget: \$300.00

Communications Committee:

Jennifer Liss (2011-2013), Chair
Mandy Moning (2011-2013)
Ashley Ahlbrand (2012-2014)
Stacy Konkiel (2012-2014)
Katie Emery (2012-2014)
Christina Wray, Board Liaison
Charge: The committee shall administer the InULA listserv and the InULA web site. It shall compile, edit, prepare and distribute all publications, both print and electronic, of the Association. Additional charge to follow.
Budget: \$0.00

[Kate suggested a constitutional bylaw change to allow committee to appoint a vice chair.]

[Additional charge to follow will address review of web site responsibilities, specifically committee ownership of web site sections.]

Constitution and Bylaws Committee:

Lou Malcomb (2011-2013), Chair
Summer Durrant (2012-2014)
Richard Humphrey (2012-2014)
Latrice Booker, Board Liaison
Charge: This committee shall consider proposals for amending the Association's Constitution and Bylaws, and shall present such proposals to the membership for approval as specified in Article VII

of the Constitution. The committee chairperson shall also perform the duties specified in Article VIII of the Constitution.

Budget: \$0.00

Scholarship and Grants Committee:

Diane Bever (2011-2013)

Akram Khabibullaev (2011-2013)

Catherine Lemmer (2012-2014), Chair

Catherine Minter (2012-2014), Vice Chair/Chair Elect

Jennifer Laherty, Board Liaison

Charge: This committee shall receive and review applications for the research incentive fund and scholarship program applications and submit their recommendations to the Executive Board for approval and funding.

Budget: Research Incentive Grants (\$6000.00 – with each funding cycle starting with \$2000.00); SLIS Scholarships (\$2000.00—from endowment)

[Jen noted an overall increase in available scholarship monies and will send out a treasurer's report with further details by email.]

[Board discussed allocation of scholarships and recommended the funding of 2 scholarships annually at \$1000.00 each.]

Membership Committee:

Michael Courtney (2011-2013)

Denise Stuempfle (2011-2013)

Christina Wray (2011-2013), Representative-at-Large

Chanitra Bishop (2012-2014), Representative-at-Large

Latrice Booker (2012-2014), Representative-at-Large

Ria Lukes (2012-2014), Chair

*Note: This committee will not need a Board Liaison

Charge: (From the InULA Constitution) It shall be the responsibility of the three Representatives-at-Large to administer member recruitment and retention. Duties shall include conducting the annual membership drive beginning August 1, contacting new librarians during the year to inform them about the Association and invite their membership, and assessing the needs and interests of members in order to advise the Executive Board in its planning.

Budget: \$300.00

Program and Social Committee

Brandon Bowen (2011-2013)

Carrie Donovan (2012-2014), Chair

Kate Moore (2012-2014)

Jennifer Hehman (2012-2014)

Charge: This committee shall organize at least one program of interest to the members. This committee shall also design, administer and publicize such activities as workshops, institutes or conferences for the professional development of librarianship. It may also organize a fund-raising event to support the InULA Research Incentive Fund.

Budget: \$2000.00

[Lori recommended either an increase in the committee's budget or a decrease in subsidies due to poor attendance at the 2011 Holiday Luncheon. It was also recommended that alternative payment options be pursued, such as a different fee structure for advance payment registration and payment on site/day of event registration.]

Ad Hoc Fundraising Committee

Note: A committee will be appointed and charged to explore several fundraising ideas (such as tickets to Cardinal Stage Company performances, arts & crafts series, etc.). Kate will send out an email to all InULA members reminding them of annual dues, etc., and will solicit volunteers to serve on this committee.

4. Latrice gave an update on the membership drive. Current membership drive practices include emails to the listserv and announcements placed in IUL News. Latrice sent an email in late June with a more recent email sent out by Kate over the past week. There was discussion of ensuring that the Constitutional Bylaws indicate that membership is free for retired librarians. Kate suggested sending out personalized emails to individual members who have not yet renewed, reminding them of their dues, etc.. Kate will obtain a new member list and organize emails.
5. Jen gave an update on the scholarship endowment funds. There is currently \$8,967.47 available to us to spend. The current principle is \$26, 117.78. The endowment was transferred to an account managed by the IU Libraries and the finance director at IUB, Mike Noth, will keep us posted on the quarterly statements. This is an actual endowment and as such, we can't spend the principle. The guaranteed minimum return is 4.5%

- annually and that should generate about \$1,200. We can only give out scholarships with this money and the money must be deposited into a student bursar account – we can't give out checks. Jen had to leave the meeting after the update.
6. Lori updated the Board about the general status of the InULA fund accounts. The board discussed the possibility of combining the Association's two money market accounts and one savings account into fewer accounts. The Board agreed that combining the money market accounts would be a good idea. Lori presented the idea of making donation options on the membership renewal form much clearer about where that donated money goes. Christina will ask the Communications Committee to review the renewal form to address this. The Board discussed the option of changing the "anniversary fund" to a more general fund and will consider other options with respect to this in future.
 7. Chanitra reported on the progress of the Ad Hoc Writing and Publishing Committee. Possible programming ideas that were discussed included: a workshop conducted by Human Subjects/IRB about the research compliance process; inviting a SLIS professor to talk about research methodology/statistical applications; maintaining a list and/or hosting a workshop on avenues for publishing; compiling a list of publishing/authoring resources. Jo suggested that the committee partner with Librarians' Day to host a program/panel presentation. Kate suggested that the committee host an event at least twice during the year, in both the Spring and the Fall.

The meeting adjourned at 11:33am.

Respectfully submitted,
Michael Courtney
Secretary