

MISSOURI UNIVERSITY LIBRARIES STAFF ASSOCIATION

Executive Board Meeting
July 14, 1999
2:00 – 4:15 p.m.
4th Floor Conference Room

Meeting Minutes

Present: Carol Romano, Mary H. Beach, Nicole Brown, Michaelle Dorsey, Karen Eubanks, Troy Gordon, Pat Holmes, Jacinda Johnson, Ruthe Morse, Kate Rubbelke, Colleen Smith, and Mary E. Batterson

Please Note: So as to avoid the use of Mary Beach's and my last names while still being clear, Mary Beach is referred to as "Mary Hazel" and I as "Mary Eileen."

Previous Minutes

Mary Eileen read the minutes for the June 16, 1999, Board meeting. The Board approved them as read.

Reports

Treasurer

Jacinda distributed copies of the Mizzou Credit Union's Current Interest Rates and Terms for their various types of Certificates of Deposits and accounts. After discussion, the Board decided to invest \$2,000.00 in a twelve-month CD, leaving \$3,282.42 in the checking account based on the June 1999 Treasurer's Report prepared on July 1, 1999. The Board will reassess the financial situation of MULSA when the CD matures in twelve months.

Discussion about finances revealed that each MULSA-sponsored party costs between \$100 and \$200. The cost for the June 1999 picnic was approximately \$350. Jacinda will look into obtaining a Sam's Club Membership for MULSA in order to help keep party expenses down as much as possible.

Carol suggested that after each annual election a lunch be held at the University Club or at a restaurant for the old and new Board members to help with the transition of responsibilities.

Jacinda distributed copies of the corrected Treasurer's Report for May, and the Treasurer's Report for June. The original May report had "other income," "total income," and "current balance" as \$500.00 less than they should have been.

Vice President

Nicole will present the June Superstar award to Margaret Howell between 11:15 and 11:30 a.m. on July 15. Various problems prevented the award from having been presented during June. Nicole has employees lined up for the July and August awards.

Carol suggested giving Superstars gift certificates for video stores rather than for theater tickets. The Board decided to give each Superstar a choice of one of these gift certificates. Each type of certificate will be for \$15.00. The Board recommended that the video gift certificate be for a store with more than one location in town. Nicole will check out various options and report to the Board at the next meeting.

Nicole is considering revising the Superstar nomination form.

There is a problem of duties not being transferred in entirety from one Board to the next. Nicole discovered that the vice president is supposed to be in charge of arranging for one of the twelve Superstars to be chosen as the Year's Superstar. This has not been done for the last two years. The Board decided to choose the Year's Superstar from the twelve monthly ones awarded during a calendar year. At the end of a calendar year, the vice president will put a ballot in an issue of "Library News Notes." The names of the nominees will not be included. Only a quote or two from the nominations forms will be included. The awarding of the Year's Superstar will be done at MULSA's Valentine Day party.

Carol gave each member a copy of the Internet document "Making the Most of Acknowledgement."

Staff Lounge

Mary Hazel explained the coffeepot situation in the Staff Lounge which had occurred since the last meeting. The TRSS Management Group decided to discontinue allowing a coffeepot to be set up in Room 52 because of the disruption and mess caused by its presence and the lack of proper care by the individual using it. The individual who then set up the coffeepot in the Staff Lounge kept the area clean for a time, but after the first incidence of failure to do so, Mary Hazel put up a firm note instructing employees to clean up immediately and to put items away. Based on other Board members' recommendations, she toned down the note. The Board decided that because of not only the cleaning factor but also safety and security issues, personal appliances should not be left in the Staff Lounge after their use. Mary Hazel will have a note put in the next issue of "Library News Notes" to this effect.

The Board decided that a laminated copy of the Staff Lounge Guidelines should be posted in the room to help prevent the occurrence of problems. Mary Hazel and Mary Eileen were appointed to review the policies that had been written during the 1998/1999 year. Some of these guidelines were written tongue-in-cheek and others seriously. Therefore, Mary Hazel and Mary Eileen will review and revise them and will suggest additional rules for the consideration of the next Board meeting.

Mary Hazel distributed copies of the announcement for the next issue of "Library News Notes" informing the staff of the results of the meeting with the Heartland snack machine distributor and requesting input on snacks in the machines and on getting an additional machine for decaffeinated coffee, regular coffee, cappuccino and hot cocoa. Our Heartland representative is going to price the cost of this machine for MULSA.

Mary Hazel presented copies of the "Staff Room Duties", a combination of two lists that she was given when she assumed her role as a Staff Lounge Chairperson.

Social

The consensus was that the picnic was excellent. "Elvis" was hysterical and the pictures taken at the picnic were great. The prizes given out went over very well. None of them had to be bought this year. Board members are to bring ideas to the next meeting of possible sources of free prizes for next year's picnic. A MULSA fundraiser could be a way to raise money to purchase prizes.

Courtesy

Since the last board meeting, Pat has presented a retirement gift to Kathleen Anderson of the Veterinary Library. There will soon be two departures and the birth of a couple of employees' babies.

Muse

Michaëlle and Nicole have not yet received the packet from the previous MUSE chairs.

Book Sale

Troy submitted the job description for the Book Sale Chairs.

Old Business

Nicole reported that Vic Myers prefers to have the shirt reordered from Human-I-Tees fundraiser, but he does not want MULSA to pay for it. Nicole will renew our account with this company and will handle sending in the orders of staff members. Presently, she has the pre-release of their catalog for this year and will receive the regular one in August. Carol suggested that MULSA work with this company for one more year and if any more problems develop, MULSA will not renew the account again.

Karen stated that on July 15 she will send in the order for pictures taken of staff in honor of MULSA's fiftieth anniversary.

Troy distributed copies of his revisions of MULSA's Constitution, including consideration of the comments made at the last Board meeting. Since that meeting, he had volunteered to have Board members send their proposed changes to him for inclusion in the copy of the Constitution that he would type into the computer. No board members suggested any changes to him, however. He therefore requested the members to read over his proposed revisions and to e-mail him with comments, suggestions, additions, etc. so that the board could continue their discussion about revising the Constitution at their next meeting. One addition suggested at today's meeting was to include the Superstar award.

In terms of the Constitution, the Board discussed revising the schedule of membership dues in terms of changing the fees and adding special membership categories such as "sustaining member." Carol asked the members to think about this further and bring their ideas to the next meeting.

New Business

Nicole suggested additional fundraisers, such as ordering from the Jim Morris Environmental Shirt Company's catalog. The Board recommended that she officially propose four fundraisers at the next meeting after doing further research. Carol suggested that MULSA not make permanent commitments to any particular fundraiser. The Board also asked Nicole to research and propose four possible items with "MULSA" on them which could be distributed to all employees in the library system in honor of the organization's fiftieth anniversary. This would serve as a public-relations tool for MULSA. Nicole will find out from Bob Almony the number of current full-time and three-fourths time employees as well as the number of current student assistants. She will also check with administration to see if MULSA could collaborate with them on the big-tent affair they are planning in honor of MULSA's fiftieth anniversary.

Discussion was held on having a pledge drive for getting more employees to join MULSA, using gifts as an incentive. No conclusion was reached.

Next Meeting

The next meeting will be on August 18th at 2:00 p.m.

Respectfully submitted,

Mary Batterson