

MISSOURI UNIVERSITY LIBRARIES STAFF ASSOCIATION

Executive Board Meeting

August 18, 1999

2:00 – 4:15 p.m.

4th Floor Conference Room

Meeting Minutes

Present: Carol Romano, Nicole Brown, Michaelle Dorsey, Karen Eubanks, Pat Holmes, Jacinda Johnson, Ruthe Morse, and Mary E. Batterson

Not Present: Mary H. Beach, Troy Gordon, and Colleen Smith

Previous Minutes

Regarding Mary Eileen's e-mail question to the Board of whether or not to continue reading the minutes at meetings, she reported that most of the responses favored foregoing this practice. However, two members' responses included the following valid reasons for continuing to read them:

- (1) It provides an important beginning to the meeting.
- (2) It refreshes people's memory of the previous meeting, especially for the times when they do not have the chance to review the minutes before coming to the current meeting.
- (3) It focuses attention on what needs to be done at the current meeting.
- (4) It takes only a few minutes to read the minutes.
- (5) It was not a significant factor in contributing to previous meetings having gone on for a long time.

Because of these advantages of reading the minutes, the Board decided to continue the practice.

Mary Eileen read the minutes for the July 14, 1999, Board meeting. In terms of the mention in the New Business section about the big-tent affair being planned in honor of MULSA's fiftieth anniversary, Nicole clarified that she had been referring instead to the function that administration and the Staff Development Committee are planning for April 2000 to recognize all employees' contributions to the Libraries. There is not any event being planned in honor of MULSA's fiftieth anniversary. This stands as a correction to the minutes. Otherwise, the Board approved them as amended.

Reports

Treasurer

Jacinda submitted to the President and to the Secretary a listing of the Treasurer's Duties. She then distributed the July 1999 Treasurer's Report prepared on August 1. The \$55.00 gift expense was for Julie Deters and Bob and Jane DeBellis. \$2,000.00 was invested in a twelve-month CD at the Mizzou Credit Union on August 12. Documentation of this has been filed in the Secretary's notebook with these minutes, and the August Treasurer's Report will include this transaction.

Jacinda reported on the information she had found out about the procedure for MULSA obtaining a Sam's Club membership. Because of the complexity of obtaining a membership as a small, non-profit organization, the Board decided to cover the expense of obtaining one annual personal membership (also known as an Advantage membership). Such a membership costs \$35.00 and includes a complimentary card for one person living at the same address, such as a spouse. For a cost of \$15.00 each, a secondary membership card may be purchased for up to three other individuals. (At the meeting, this cost was reported as \$8.00, but in a phone call to Sam's afterward, Jacinda learned this was actually \$15.00.) Five cards are the maximum allowed on one main membership card. MULSA will purchase two secondary

membership cards. This will allow the two Social Chairs and one of the Staff Lounge Chairs to buy items at Sam's. (Because of the way in which the two Staff Lounge Chairs divide their responsibilities, it was felt that only one of them would need a card.) The Social and Staff Lounge Chairs should add a note to their listing of job duties explaining the "fringe benefit" of being a Sam's Club member. The Board will require that receipts turned in to the Treasurer for reimbursement include only items bought for MULSA. Personal items should be on separate receipts paid by the individual him/herself. Jacinda will write up the Board's decision in a formal document.

Vice President

Nicole reported on the costs of gift certificates for Blockbuster Video, Movie Gallery, Megamarket, and Gerbes. Gerbes has three locations in Columbia and has the best deal of these. It does not actually issue gift certificates but rather a card that is good not only for the video department but for the whole store. Members of the Board thought that arrangement could be advantageous for the Superstar winner, giving them a choice between renting videos and purchasing food. As additional options, Board members suggested giving Superstars a gift certificate to Walmart or to a restaurant. Nicole will check with the Hollywood Theaters to see if their gift certificate is good at both the Stadium 14 complex and at the Columbia Mall theaters.

Nicole will be revising the Superstar nomination form. She has updated Lisa Corlee about developments with this award, resulting in Lisa making changes to the MULSA Web page. Nicole will later present details to the Board members about the annual Superstar award, and with the Board's approval of these details, she will update Lisa further.

Staff Lounge

The Board commended Mary Hazel for the excellent job she is doing on maintaining the lounge by herself.

Two people have expressed their dissatisfaction to Carol about the ban on keeping personal appliances in the lounge. A Board member suggested that MULSA could provide a space for these appliances. Carol asked the Board members to observe conditions in the lounge until the next MULSA meeting.

Heartland will be installing a machine for decaffeinated coffee, regular coffee, cappuccino and hot cocoa. The cost of each drink will be approximately 30-35¢. The University will first need to install a separate water line for the machine.

In terms of the recycling that is stacking up in the lounge, Karen will take the cardboard flats that she had cleaned out of the lounge closet to the recycling bin by the loading dock. She will inform Rebecca that she has done this.

Muse

Michaëlle and Nicole have received the packet from the previous MUSE chairs.

Old Business

Mary Eileen expressed her feelings about MULSA's role with the annual outstanding staff awards. She brought up the resentment that has arisen over the process in the past and alluded to the problems MULSA would experience in selecting an outstanding staff member. She suggested that MULSA not present an outstanding staff award in order to prevent additional resentment and divisiveness. MULSA should instead work on ways to create fellowship. The organization's Superstar Award system and the parties are ways it presently does this.

Nicole followed up on Mary Eileen's comments saying that she would like to see MULSA go in a new direction. She suggested the possibility of MULSA's buying the textbooks of full-time staff members who take classes at M.U. or of at least providing a gift certificate to the M.U. Bookstore for an amount such as \$10.00. Another possibility would be for MULSA to help fund staff to go to an event or workshop of their choice. A paraprofessional conference could be sponsored by MULSA.

Nicole has not yet received the expected catalog from Human-I-Tees and assumes the company will send it after the school year begins.

Karen announced that copies of the pictures taken of staff in honor of MULSA's fiftieth anniversary have arrived. Extras were ordered in case some staff want a copy, but did not place an order in advance.

The Board tabled discussion on how the Standing Rules should be integrated into the MULSA documentation until the next meeting when Troy would be able to assist.

Carol explained the Blue Bird Closet program that MULSA has been involved with. She will find out who is the current contact person for this program.

New Business

Michaelle and Nicole have become volunteers for Second Chance, an organization that takes in dogs and cats to find them good homes. They do not euthanize the animals. Michaelle and Nicole will put a notice in the Library News Notes and in the MUSE asking staff to contribute supplies for the animals. They will set up a designated place where people may drop off items.

Nicole will work on revising the MULSA pamphlet.

Next Meeting

The next meeting will be on Tuesday, September 14th at 2:00 p.m.

Respectfully submitted,

Mary Batterson