

## **MISSOURI UNIVERSITY LIBRARIES STAFF ASSOCIATION**

### **Executive Board Meeting**

**September 14, 1999**

**2:00 – 4:20 p.m.**

**TRSS Conference Room**

### **Meeting Minutes**

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

Not Present: Michaelle Dorsey

### **Previous Minutes**

The Board approved the minutes for the August 18, 1999, meeting as read by Mary Eileen.

### **Reports**

#### **Treasurer**

Jacinda distributed a written proposal for designated MULSA chairs to have a Sam's Club membership. The total annual cost for MULSA would be \$65.00. In order to authorize the Secondary Memberships, the Primary Member needs to go in person to Sam's or submit a letter. The Board unanimously approved the proposal. After the first year's membership has ended, the Board will assess the cost effectiveness of having joined. Karen, Colleen, and Mary Hazel will arrange getting the cards for this year.

Jacinda then distributed the August 1999 Treasurer's Report prepared on September 1. \$2,000.00 was invested in a twelve-month CD at the Mizzou Credit Union on August 12. Troy suggested adding a section to the Treasurer's Report for the CD Balance.

#### **Vice President**

Troy submitted a copy of the Vice President's Duties.

Nicole passed around a copy of the updated MULSA pamphlet on which she has been working. The Board was very complimentary of it, including its trifold design. In response to Nicole's question, the Board decided that she should remove the mention of MULSA's providing \$100 to each of the Outstanding Staff recipients. In terms of MULSA parties for retirees, these functions have been sponsored at times in the past, but the Board decided not to include mention of this in the brochure. Nicole passed around a copy of several MULSA logos she had designed for possible inclusion in the pamphlet. Ruthe passed around drawings of several logos she had created years ago when MULSA was planning to order T-shirts. Carol will put together a packet of all of these logos and make copies for each of the Board members. Ruthe will search for her logo which was the winning T-shirt design. Nicole will work on completing the design of the brochure. Karen will investigate the options and costs of special paper available locally for these brochures and will ask her husband what his costs would be for printing the pamphlets. Nicole showed the Board various types of paper available through catalogs. One of the designs features a row of books along the bottom edge of the paper.

Nicole has received the catalog from Human-I-Tees and will start distributing it to the staff. The Jim Morris Environmental Shirt Company did not follow up with Nicole. She explained four other possible fundraisers: Dutch Mill Bulbs, Universal School Products, Uncle Jerry's T's, and Scratch & Help.

Nicole has not had the opportunity to revise the Superstar nomination form or to put together details for the Board about the annual Superstar award, but she will work on these projects.

#### Courtesy

Pat sent a sympathy card to Jessica Longaker after the death of her grandfather and gave a card and a \$15.00 Wal-Mart gift certificate to Lisa Glaubitz upon her leaving Ellis for a job at Truman State.

Troy informed Pat of Mike Knoll's recent marriage. Pat will extend congratulations to him from MULSA.

#### Staff Lounge

The Board made a few modifications to the Staff Room Guidelines which Mary Hazel and Mary Eileen had worked on. Mary Eileen will incorporate these revisions into the document and e-mail the new version to June DeWeese and Mike Cook so that Library Council may review the guidelines.

#### Muse

Nicole reported that publication of the MUSE has been held up because of the difficulty of getting a picture scanned and loaded onto a disk. Troy volunteered to assist Nicole with this.

#### Book Sale

Today Ruthe and Troy worked on pricing books for the next book sale. Carol offered to help with pricing books when her work responsibilities allow it.

#### **Old Business**

Work on the Constitution was tabled until a special meeting could be held. (See below for the date.)

At the July 14 meeting, discussion occurred about possible items with "MULSA" on them which could be distributed to all employees in the library system and which could serve as a public-relations tool for the organization. At today's meeting, Nicole presented several specific possibilities to the Board which could be distributed at the April 2000 all-employee-recognition ceremony sponsored by administration and the Staff Development Committee. Her suggestions included a stress ball, a mouse pad, message magnets, a mood meter, a shaped pencil, and a heat-activated pen. Each of these items cost under \$2.00. Concern was raised about the risk of the message magnets causing harm to computer disks. The stress ball and the mood meter were popular suggestions. The total number of employees still needs to be learned. Karen will check out the costs of paper bags in case we decide to use them to distribute the items in.

#### **New Business**

Carol suggested that the Board send holiday greeting cards to all Library employees in December. Cards could be ordered through a catalog or bought locally, such as at Sam's. Nicole showed the Board a card with a 2000 calendar on it which is available through a catalog. Another option would be to purchase special paper and create our own card. Karen will investigate the options and costs of special paper available locally for these cards. If MULSA uses M.U.'s Printing Services to print the cards, it will need to allow a long lead time. Troy pointed out that the Board needs to determine the financial feasibility of sending cards in December and/or providing MULSA-labeled items at the April function.

Carol asked for the address for the MULSA Web site. Nicole will provide her with it.

The Board raised its concern about a significant number of employees' not attending the MULSA parties. For staff in public-service areas and in the branches, it is problematic to arrange time to attend. Other employees have either said that they do not feel welcome or have complained that by the time they arrive, most of the food is gone and only a few guests remain. To help increase attendance, MULSA needs to continue stressing that all employees throughout the library system are invited and encouraged to come. MULSA also needs to consider having official greeters and arranging the use of M.U. vans to bring employees to Ellis from the branches. Perhaps a party could be held during one of the intersessions at a branch library.

A board member brought up how the library system used to have tours of various areas of Ellis and of the branches. This could be an idea for MULSA to sponsor.

The MULSA Halloween Party will be on Friday, October 29, from 9:30 to 11:00 a.m. The Social Chairs will use Sam's Club as much as possible for this party. In the party invitations which they will include in several issues of "Library News Notes" preceding the party, they will stress that all employees of the library system are invited and encouraged to come.

The MULSA Thanksgiving Party will be on Thursday, November 18, from 11:30 a.m.– 1:30 p.m. Last year MULSA ordered the turkey and gravy from Pohlman's. Board members cooked specified dishes and guests brought covered dishes. Pohlman's did a good job preparing the 38 pounds of turkey ordered, but did not deliver it at the scheduled time. Their charge was approximately \$90. All of the turkey was eaten. With there being a charge to attend this party (more for non-MULSA members than for MULSA members), MULSA pretty much broke even. (The Thanksgiving party and the annual picnic are the only two events for which MULSA charges those who attend.) A food drive has taken place at the past years' Thanksgiving parties. For this year, the Board decided to broaden this to include food and supplies for the animals at Second Chance and to invite Katie Carter, the lady who founded and operates this organization, to the party. Carol will check with administration to see if a few animals from Second Chance can be brought to the Library at the time of the party and kept in the exercise room.

The date for the Christmas Party will be decided later.

### **Next Meeting**

On Wednesday, September 29, the Board will meet from 10:00 a.m. to noon to work on the Constitution's final wording and on how to present the revised version to the general membership. (Please note the time change for this meeting. It was originally scheduled for 2:00 p.m.)

The next regular Board meeting will be on Thursday, October 14<sup>th</sup> at 2:00 p.m.

Respectfully submitted,

Mary Batterson