

MISSOURI UNIVERSITY LIBRARIES STAFF ASSOCIATION

Executive Board Meeting

October 14, 1999

2:00 – 4:15 p.m.

TRSS Conference Room

Meeting Minutes

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

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

Previous Minutes

The Board approved the minutes for the September 14, 1999, meeting as read by Mary Batterson. The Board did suggest, however, that in future minutes, the Secretary use "Mary Beach" instead of "Mary Hazel" and "Mary Batterson" instead of "Mary Eileen."

Reports

MUSE

The first issue of the MUSE is ready to be printed! Nicole and Michaelle asked about the budget for printing this publication and were advised to check with Tammy Green. The Board recommended that the MUSE be printed at Brady Commons at three cents a page instead of at the Ellis Library Copy Center at seven cents a page. Carol will ask Bob Almony in her meeting with him tomorrow if MULSA could be granted a discount at the Library's Copy Center.

Courtesy

Following up on the sympathy card sent earlier to Jessica Longaker, Pat arranged for a \$30.00 donation to be made to the American Heart Association in memory of her grandfather.

Pat sent a get-well card and a bud vase to Linda Lyle after she had plastic surgery on her hand.

Upon the birth of Gwen Gray and Michael Muchow's baby, Pat arranged for a \$40.00 floral arrangement to be sent to Gwen and Michael from the Allen's florist shop. However, MULSA was billed only \$20.00.

Wedding cards and \$15.00 gift certificates were given to Mike Knoll and his wife as well as to Rachel O'Brien Brekhus and her husband.

Leo Agnew received a card from MULSA upon his recent marriage.

Pat sent a sympathy card to Jim Dunn after the death of his brother.

Staff Lounge

Mary Batterson distributed the Staff Room Duties as revised by Mary Beach to include the additional information about a Sam's card and about contacting Security when more paper towels are needed for the dispensers.

The water filter is being changed once a month which will make the annual cost for filters to be about \$160. The Board suggested that a more explanatory note be posted reminding employees to flip the nozzle depending upon their use of the water.

Carol announced that the water line has been run in the staff lounge for the forthcoming coffee machine.

Social

Karen has the invitations ready for the Halloween Party except for knowing whether to include mention of a van being available to bring employees from the branch libraries. She is waiting for a decision from Ellen Blair and Bob Almony. Carol will follow up with Bob about this at tomorrow's meeting. Karen will announce the Halloween Party in this week's "Library News Notes." Carol said that she has an appointment at 8:30 a.m. on the day of the Halloween Party which she needs to keep. Michaelle and Nicole will make name tags for each of the MULSA Board members to wear during the Halloween party. When the MULSA logo is selected, official name badges will be made.

With Colleen's having resigned from the Library, the Board has an opening for a second Social Chair. Karen explained that she could manage the social responsibilities on her own except for tasks which need to be done the day of a party. The Board decided that having only one Social Chair for a year could set a bad precedent. Karmel Black was suggested as a possible Social Chair. While it was felt that she would be willing to serve in this capacity, it was doubtful if her Current Periodicals responsibilities would permit her to. Karen said that Oleta Edwards would be willing to do it if the Board could find nobody else to serve. Mary Batterson will submit an announcement to next week's "Library News Notes" asking for a volunteer.

Treasurer

Jacinda submitted the listing of MULSA members as of October 12 and the September 1999 Treasurer's Report prepared on October 1. She has added a section to the Treasurer's Report to report the balance of MULSA's CD at the Mizzou Credit Union.

Old Business

Mary Batterson submitted a list of the Secretary's duties.

As a Social Chair, Karen has obtained a Sam's Club membership. Hers is the Primary membership. Mary Beach has not yet obtained a Secondary membership card nor had Colleen before submitting her resignation from the Library.

The Board would like to have the MULSA pamphlet available at the Halloween party or at the Thanksgiving party at the latest. The Board reviewed the MULSA logos designed by Nicole and Ruthe and narrowed down the choices to the drawings below. Modifications are being considered for some of them.

Nicole has hung up a Human-I-Tees poster on the bulletin board across from Sheila's desk and will hang up a second one in the staff lounge. The catalog from Human-I-Tees is currently being routed to TRSS Staff.

Nicole announced that work on revising the Superstar nomination form and putting together details for the Board about the annual Superstar award is on hold until after the first issue of MUSE is published.

Mary Batterson reported on Library Council's changes to the Staff Room Guidelines. The Board agreed to abide by all the revisions except to ask for further clarification on the guideline revised by the Library Council to say, "Student workers are welcome to use the Staff Room during work breaks. Studying individually is fine, but study groups and parties are not." Can student workers use the room only when they are on a break while on duty? Pat questioned the use of the word "perquisite" in the opening paragraph. The Board decided to reword the last sentence of the paragraph to say, "By observing the following guidelines, all users will be insured a clean, safe, and friendly environment which they may enjoy while employed at the MU Libraries." Mary Batterson will contact June DeWeese for clarification on the one point and to inform her of the rewording of the one sentence.

In terms of possible items with "MULSA" on them to be distributed at the April 2000 all-employee-recognition ceremony, Carol stated that this is on hold.

The Board reminded Karen to investigate the options and costs of special paper available locally for the MULSA brochures and holiday greeting cards, to ask her husband what his costs would be for printing the brochures, and to check out the costs of paper bags in case the Board distributes MULSA items in them at the ceremony in April.

Martha Alexander has approved MULSA's proposal of having a few animals from Second Chance in the Library's exercise room during the Thanksgiving party. Katie Carter has accepted our invitation to be a guest at this party. She will be the first person through the dinner line and will be introduced to library administrators present. Michaelle and/or Nicole will help with the animals in the exercise room. Michaelle and Mary Batterson will put together a Columbia Second Chance display in the case outside of the Staff Room the day before the party. The display will remain through Thanksgiving week.

New Business

Carol suggested that the Board order from the ALA graphics catalog a Caesar Chavez poster to be hung with the others in the hallway of the ground floor. The Board approved this purchase, and Carol will talk to Bob Almony tomorrow about Administration funding the framing of the poster. Carol also suggested ordering at least one of the baby items to have on hand for gifts to library employees who have a baby. The Board approved the purchase of three "Born-to-Read" bibs. The "Born-to-Read" knit caps were a popular second choice of the Board.

Jacinda reported that Rebecca Schedler had approached her about the possibility of employees bringing their own flatware to the Thanksgiving party so that paper products would not need to be used. Jacinda had suggested to Rebecca to have a note placed in an issue of the "Library News Notes" encouraging people to do this. The Board approved Jacinda's response to Rebecca in light of the members feeling it best for this suggestion to be made by Rebecca to the library staff rather than from MULSA. Rebecca is aware that people would be responsible for washing their own dishes. The Board will provide paper products for employees who choose not to bring their own dishes.

Ruthe reported she had received a letter from the Voluntary Action Center asking MULSA to sponsor a family at Christmas. The Board recommended that she ask the Voluntary Action Center if MULSA could sponsor one large family instead of several individuals from different families. The October issue of The MUSE will include information about MULSA's sponsorship of a family. A Board member suggested the Rainbow House for abused kids as an additional organization to assist. Ruthe will contact the Rainbow House to see if they have a program where MULSA could sponsor children at Christmas or at other times of the year. Because of our past commitment to the Voluntary Action Center, MULSA would want to continue sponsoring a family at Christmastime.

The Board discussed MULSA's level of community service and expressed a desire to continue its efforts in this area and to try to be even more service oriented. It was suggested that the Board could publish an annual report of its community-service activities. A Board member asked if a Community Service Chair should be added to the Board. Carol responded that this issue should be raised at the next meeting.

Nicole pointed out that MULSA would need to increase its level of fundraising in order to sponsor a more aggressive program of community service. She suggested the Dutch Mills Bulbs and the Scratch & Help fundraisers she had explained at the September 14 Board meeting. Other Board members suggested bake sales and bringing special desserts to MULSA parties for guests to buy. Jacinda told about Oklahoma State University Library's successful program of an annual auction attended by library employees. Employees donated floral arrangements, baked goods, certificates offering a service, etc. Carol asked Board members to think of how MULSA could be effective at fundraising and to think of specific fundraising ideas to discuss at the next meeting.

Next Meeting

The next Board meeting will be on Wednesday, November 10th at 2:00 p.m.

Respectfully submitted,

Mary Batterson