

MISSOURI UNIVERSITY LIBRARIES STAFF ASSOCIATION

Executive Board Meeting

November 10, 1999

2:00 – 5:00 p.m.

TRSS Conference Room

Meeting Minutes

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

Not Present: Mary Beach and Pat Holmes

Previous Minutes

The Board approved the minutes for the October 14, 1999, meeting as read by Mary Batterson.

Reports

MUSE

Nicole and Michaelle checked with Tammy Green about the budget for printing the MUSE, but did not learn any additional information.

Bob Almony informed Carol that MULSA could not be granted a discount at the Library's Copy Center for the printing of the MUSE.

As Michaelle and Nicole were passing out copies of the second issue of the MUSE to MULSA members at the Halloween party, employees complimented them on features of the publication. However, the MUSE editors reported that the Brady Commons copy center did not do an adequate job printing the graphics of the second issue. The quality was inferior to that done with the graphics of the first issue. This may have resulted from the printing work having been done by the copy center at the last minute. The Board recommended to continue using the Brady Commons copy center but to tell them that MULSA was not pleased with the quality of the last printing job. Nicole and Michaelle will also consider toning down the complexity of the graphics.

The editors anticipate having the third MUSE issue published sometime in mid-December and request that Board members submit one special family Christmastime recipe for inclusion in this issue.

Treasurer

Jacinda submitted the listing of MULSA members as of November 9 and the October 1999 Treasurer's Report prepared on November 1. \$80.63 of the social events expense was for the gift-bag items distributed at the Halloween party and \$204.25 was for the rest of the party's expenses.

Social

The Halloween party was a success. The food was delicious and the amount of it was ample with not much left over. Karen did not receive any calls from the branches for rides to the party. However, there were guests from the branches, including two employees of the Health Sciences Library.

Old Business

Orders from the ALA Graphics Catalog

Carol reported that Pat Holmes has the ALA graphics catalog in order to make the purchases authorized by the Board at its last meeting. Jacinda stated that Pat has not yet submitted a requisition for reimbursement or for a check to be made out to ALA. Bob Almony agreed to fund the framing of the Caesar Chavez poster and will have Mike Knoll hang it up.

MULSA Logo

Ruthe showed the Board her revised drawing of the open-book logo as pictured below. The Board approved this logo for use in the MULSA pamphlet and on any MULSA buttons authorized by the Board. Ruthe will transfer this logo to unlined paper and bring it to the next meeting.

Nicole presented her revisions of the logos which she had designed and which the Board had approved for consideration. From these, the Board selected the logo shown below for use on MULSA letterhead and envelopes. "50" is replaced by "MU Libraries Staff Association." At the next Board meeting, she will present mock-ups of an envelope and letterhead with this logo on them. The MULSA address will include the room number of the staff lounge and the 65201 zip code of the Ellis Library.

With the logos having been selected, the Board will review the MULSA pamphlet at the next meeting. In order to complete her work on the pamphlet, Nicole needs the current job duties of the Board members. Carol will provide her with these job descriptions. Upon completion of the pamphlet, Carol suggested giving copies of it to COLT (Council of Library/Media Technicians) and to MLA (Missouri Library Association) as well as submitting it to the web site of the Library Support Staff Resource Center. (www.lib.rochester.edu/ssp).

Staff Lounge Guidelines

As decided at the last meeting, Mary Batterson e-mailed June DeWeese for clarification on one revision made by Library Council and to inform her of the rewording of a sentence as suggested by a Board member on October 14. Mary has not yet received a response from June.

Sam's Club Membership

Carol will check with Mary Beach about whether she wants a Sam's Club secondary membership in her capacity as the Staff Lounge Chair.

Position Vacancies

Nobody has responded to the Board's petition included in the October 22nd issue of "Library News Notes" for a volunteer for the second social chair position. A board member confirmed that Karmel could not serve in this capacity. Mary Batterson will have the announcement placed in "News Notes" for up to two more times. As a back-up plan, Michaelle and Nicole offered to work as partners in the second social chair position. As announced at the last meeting, Oleta is also willing to fill in as second chair if nobody else will do it.

The Board has only one staff lounge chair since Kate resigned. With the current arrangement working, the Board decided to continue this year with Mary Beach as the only staff lounge chair and Michaelle assisting with reporting vending machine problems and refunding money lost by employees in the machines.

See "New Business" section below for information about the secretary vacancy.

Thanksgiving Party

Karen will have the invitations out by the end of the week. Employees who do not belong to MULSA pay \$3.00 each to attend. MULSA members do not pay anything.

In terms of making nametags for the Board members, it was suggested that Michaelle and Nicole either investigate the Corel program on Carol's computer or check with Linda Lyle to see if the program she uses to print gift plates could assist.

Regional Catering Service will prepare the turkey and gravy. Oleta will make the stuffing. Board members will prepare these dishes:

Karen and Troy: Mashed potatoes.
Nicole and Michaelle: Dinner rolls
Jacinda: Pumpkin bread.
Carol: Vegetable dish
Mary Batterson: Cauliflower Salad
Ruthe: Green Beans

On November 18th, each Board member should help set up for, and/or clean up from, the party.

Katie Carter, founder of Columbia Second Chance, is ill and may not be able to come to the Thanksgiving party. If she cannot come, Michaelle and Nicole will fill in for her. Carol has been asked if monetary donations could be made to Second Chance. Michaelle will submit an announcement to "Library News Notes" explaining that for those employees wanting to donate funds, they should make their checks out to "Columbia Second Chance."

Service Activities

Ruthe received a letter from the Voluntary Action Center telling her about the families that MULSA will adopt at the Holidays. One family consists of a mother with six children. In addition, there are two elderly women. Ruthe has already submitted information to "Library News Notes" listing the items each of the individuals would like as gifts. Ruthe and Oleta have once again graciously volunteered to be in charge of purchasing food items and grocery store gift certificates for the families. MULSA will provide \$200 for these purchases.

Ruthe learned that the Rainbow House does not have any type of program in which MULSA could sponsor children at Christmas or at other times of the year. The abused kids stay only two days before being sent to live with foster families.

Discussion was tabled about creating a Community Service Chair position on the Board.

Fundraising

The Board may have a bake sale in conjunction with its Valentine Day party.

A suggestion was made to have a "cookie" sale in the lounge on the first Monday of each month. Each time a different pair of Board members could bake cookies in the lounge's oven from purchased rolls of cookie dough. Something like 25¢ a cookie could be charged. Carol asked Ruthe to see how many cookies a roll of dough makes and how much a roll costs as well as to work up a tentative preparation and baking schedule for the day of the cookie sale. December would be the earliest the Board would have a cookie sale. There may be Health Department ramifications to consider if the Board schedules these sales too often and too regularly.

Superstar

Nicole announced that George Harris will receive November's Superstar award at 12:30 tomorrow. Work on revising the Superstar nomination form and putting together details for the Board about the annual Superstar award is still on hold.

Human-I-Tees

Nicole explained the gifts Human-I-Tees sends for various levels of total purchases made. In addition to the samples the company has already provided us with, these gifts will be given away to library employees at the annual picnic.

MULSA will pay \$16.00 of this order so as to get Vic Myers the shirt he had ordered and paid for last year.

Miscellaneous

Karen has started investigating:

- (1) the options and costs of special paper available locally for the MULSA brochures and holiday greeting cards.
- (2) the costs of paper bags in case the Board distributes MULSA items in them at the ceremony in April."

New Business

As part of the University's installation of a new air conditioning unit and chillers on the roof of Ellis Library, pipes will be run across the ceiling of the south end of the staff room. Carol explained that this will result in the lowering of the ceiling in that section. This work will begin the week after Thanksgiving and take at least one or two months to complete. In order to accommodate it, MULSA needs to remove the furniture from this section of the lounge and take down the wall hangings on the south wall. Staff will still be able to use the remainder of the lounge and have access to the microwaves, but will not be able to enter the room through the south door. During the work, staff will use the north door which will have a combination lock installed on it. Furthermore, patrons and personnel of the Library and the State Historical Society will most likely not be able to use the hallway between the Society's rear door and the staff room. (The hallway leading from the Society's rear door to the Security office and beyond will not be blocked. Employees will be able to exit and enter through that door when traversing to and from the Security Office, mailroom, restrooms, etc.) In order to move carts from the mailroom or TRSS to the upper floors or to the lounge, staff will use the ADA elevator and will then transfer over to the other set of elevators. Board members asked if special arrangements could be made for better accessibility to the lounge when setting up for, and cleaning up from, the Christmas party. Carol will inform Mary Beach of the details of the work to be done in the lounge and will have her submit an announcement to an upcoming issue of "Library News Notes" and post any necessary notes in the staff room.

In the plans that Carol has seen relating to the next addition of the library, there is no designated location for a staff lounge. She will check into this with administration. Perhaps the lounge is going to be located in the area where the State Historical Society is presently.

Carol stated that Lisa Corlee had learned that length-of-service awards are going to be presented at the Thanksgiving party. Carol will check into this. Ruthe explained that these awards have been given out at various MULSA functions in the past.

Carol reported on her meeting with Lisa Corlee at which they discussed the relationship among the Staff Representative Committee (SRC), MULSA, and the Library Council. Martha Alexander had noticed that of late the MULSA Board had been taking on a staff-advocacy role, and she had become aware that some employees had doubts that SRC was functioning effectively in its role of serving as a conduit of staff concerns to Library Council. Martha asked therefore that Carol and Lisa, SRC Chair, meet to clarify the purposes of their two organizations and to inform her of their conclusions and recommendations as to the most effective way for staff concerns to be brought to Library Council and to administration. Lisa and Carol considered the option that Leo Agnew in his role as the library's human resources officer could be an ombudsman for the staff. However, with Leo being a member of administration and reporting to Martha, Lisa and Carol had concerns of this being the only way staff concerns would be brought to administration's attention. The Board concurred. A second option considered was that the SRC Chair would continue to represent the staff at Library Council meetings, but would also be an ex-officio member of the MULSA Board, allowing him/her to have an additional way of gathering employee concerns. Discussion by the Board focused on these points:

SRC is representational of the branches and divisions of the library system while the MULSA Board tends to be dominated by TRSS staff.

SRC has an official liaison role between staff and administration as its mission while MULSA does not. Its roles revolve instead around service, social activities, and staff morale. MULSA's focus evolves as the membership of the Board changes.

SRC has not been actively soliciting input from the staff.

The Board decided that MULSA should not take up an official liaison role between staff and Library Council, but should instead remain separate from the structure of library administration. The concept of the Staff Representative Committee as it is set up is good, but the Committee needs to solicit staff input more effectively. The chair or any of the members of this committee would be welcome to attend portions of the MULSA Board meetings in order to have an additional avenue of gathering staff concerns. At Lisa's and Carol's upcoming meeting with Martha, Carol will relay the Board's recommendations to the library director.

Carol will alert Bob Almony and the security staff that staff room tables temporarily housed in the exercise room are missing.

Michaelle announced that by January the library will have a new digital camera.

Mary Batterson will be leaving her position in the Materials Management Department on December 10th and will thus be resigning her position as MULSA Secretary. A review of the names on the ballot voted on at the May 12, 1999, annual meeting did not elicit any names. Mary will place an announcement in "Library News Notes" for up to two times asking for a volunteer. Troy offered to assume the duties of secretary if no employee volunteers.

Christmas

The Christmas party will be on Monday, December 20 from 2:00 – 4:00 p.m.

This year MULSA will not be sponsoring a charitable fundraiser for Rainbow House as the Board did last Christmas. Last year MULSA contributed \$5.00 for each department which decorated their work area.

Next Meeting

The next Board meeting will be on Wednesday, December 8th at 2:00 p.m.

Respectfully submitted,

Mary Batterson