

MISSOURI UNIVERSITY LIBRARIES STAFF ASSOCIATION

Executive Board Meeting

December 8, 1999

2:00 – 3:45 p.m.

TRSS Conference Room

Meeting Minutes

Present: Carol Romano, Mary Batterson, Mark Ellis, Karen Eubanks, Troy Gordon, Pat Holmes, Jacinda Johnson, Ruthe Morse, and Susan Norman

Not Present: Mary Beach, Nicole Brown, and Michaelle Dorsey

Previous Minutes

Mary read the minutes of the November 10, 1999, meeting. Karen explained that the board had recommended Monday, December 20th, as the date for the Christmas party, but had given her the prerogative to change it to Friday, December 17th. She subsequently scheduled it for the 17th from 2:00 – 4:00 p.m., and because of the construction work being done in the library, decided to have the festivities in the staff lounge and the adjoining foyer next to the elevators. Troy pointed out that the library school's commencement would be that afternoon and could therefore possibly conflict with the Christmas party. The board decided to have the party on the 17th from 4:00-6:00 p.m. Troy will find out the specific time of the library school's commencement and e-mail Carol, Karen, and Susan. If there is a conflict, a decision will be made promptly as to what to do. Carol preferred to have the party in the atrium by the west entrance. Mark will find out if the construction crew knows if the hallway adjoining the lounge will be accessible on the 17th. He will e-mail Carol, Karen, and Susan and a final decision will be made as to the location of the party. With this amendment to the November 10 minutes, the board approved them.

Reports

Social

Friday's issue of "Library News Notes" will have an announcement about the Christmas party. Karen will ask Cindy Cotner to e-mail the library staff at two separate times inviting them to this party. Because not all employees are able to access attachments with graphics, the e-mail invitation will include only text. The board tried to determine how to let retired employees know of the party. Mark explained that retirees can arrange to have copies of the "Library News Notes" mailed to their homes. However, not all of them do this. Sharon Kile and Virginia Jones receive the "News Notes." Mark will ask Mike Cook for a list of retired employees.

Karen will need help decorating for the Christmas party, especially if it is to be held in the atrium by the west entrance. This area cannot be decorated until the afternoon of the day of the party. The lounge and its adjoining foyer can be decorated the day before. Pat volunteered to help decorate, and Carol stated that she would also be available.

Troy volunteered to help with cleaning up after the party.

MULSA will provide sandwich fixings and ask the employees to bring finger food, sweets, etc.

Carol will contact Norm Crocker to see if he would agree to be Santa Claus at the Christmas party. If he is unable to do this, she will then check with Mike Holland.

Treasurer

Jacinda submitted the listing of MULSA members as of December 6. There are six new members. Jacinda will write an announcement for inclusion in the "Library News Notes" encouraging employees to join MULSA. Concern was raised about employees who have dropped out of the organization. Board members will talk to some of them to encourage them to rejoin and to learn why they have not renewed their memberships.

Jacinda distributed the November 1999 Treasurer's Report prepared on December 1. Jacinda will e-mail the board information about MULSA's expenses for the staff pictures and the amount employees paid in total for their copies of them. Karen will again remind the one remaining employee to pay who has not done so yet. There are still a few pictures available for purchase.

The board reviewed the Thanksgiving Party expense of \$343.52 along with nonmember admission fees of \$66.00. Carol expressed that she felt that the parties were bringing in a good number of people and thus justifying the expenses.

Courtesy

Pat sent a sympathy card to Alla Barabtarlo after the death of her mother and arranged for a \$30.00 memorial donation to be sent to the Russian Orthodox Church of St. Basil the Great.

Pat also sent a card and a potted plant to Josephine Johnson after the death of her mother-in-law, a poinsettia plant in a basket to Anne Edwards upon her extended stay in the hospital, and "notes of cheer" to Virginia Jones and Melissa Megas.

Pat asked for suggestions of what to do for Jim Dunn in light of his leaving the library after many years of service. At this time, because of his not being officially retired yet, the board decided to send a thinking-of-you or missing-you card.

Carol asked Pat to add to the written job duties of the Courtesy Chair mention of sending "notes of cheer" to employees in various situations which warrant it.

Troy suggested that MULSA use the Horticulture Department's floral shop in the University bookstore at times when appropriate.

Pat will send in the order to ALA for the purchases authorized by the Board from the ALA graphic catalog.

Book Sale

Troy tried setting up a date with the Hearn Center for the next book sale, but learned that they were not yet booking events for next fall.

Staff Lounge

Mary Batterson has still not heard from June DeWeese in response to MULSA's questions related to Library Council's revisions to the board's staff lounge guidelines. However, Mary did read in the minutes of the Library Council's November 18, 1999, meeting that the Council had approved the suggestions presented to them. Mark will contact June to verify that the last sentence of the opening paragraph does not include the word "perquisite" and that it now reads, "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." Mark will also ask her if Library Council removed the phrase "during work breaks" from the guideline revised by them 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." If not, he will repeat our request for clarification.

Old Business

Sam's Club Membership

Carol still needs to check with Mary Beach about whether she wants a Sam's Club secondary membership in her capacity as the Staff Lounge Chair. However, at this point, it may not be necessary to do so.

MULSA Logo and Pamphlet

Ruthe showed the board the next draft of her drawing of the open-book logo as pictured on the sheet filed with these minutes. The board suggested some changes to the logo, such as drawing lines in the open books to represent pages, clarifying that the picture in the middle is a closed book, and drawing the lower open book right side up. The board discussed the type of paper to use for the MULSA pamphlet. From her research, Karen has learned that paper products catalogs offer a greater variety of papers at a lower cost than are available in the local stores. Goldenrod was suggested as a color for the pamphlet. A ream of this paper at the copy center costs \$4.00. Karen will look for trifold-designed paper in the catalogs in which part of it is in goldenrod and the rest in white. She will bring catalogs to the next board meeting.

Pat questioned using the room number of the staff lounge as part of the MULSA address. No conclusion was reached.

Carol will give the current job duties of the Board members to Nicole for inclusion in the pamphlet.

Staff Representative Committee and MULSA

Carol reported on the meeting she and Lisa Corlee had with Martha Alexander and Leo Agnew. Carol and Lisa explained that the two organizations should remain set up as they are and that their purposes do not overlap. If employees relay concerns to a MULSA board member, s/he should suggest the employee contact their SRC representative. Lisa suggested:

- the SRC members have quarterly meetings with the departments they represent.
- an explanation be included in an issue of "Library News Notes" of what SRC does and who its members are.
- the SRC members get advanced copies of proposed policies in order to have the chance to discuss them with the employees in the departments they represent before the policies are finalized.

Leo is planning on developing a list for library employees of the campus personnel they should call about various benefits. Leo will also work on getting the duties of an employee who leaves split up among several persons instead of assigned to only one individual.

Lisa Corlee expressed a concern that clarification needs to be made about job upgrades in terms of which employees get them and why.

Martha is supportive of MULSA and is willing to write a letter to the supervisors of elected board members encouraging the supervisors to facilitate their employees' involvement and work in MULSA. A board member suggested for Carol to ask Martha to express this support of involvement in MULSA before each annual election. Carol will talk to her about writing something in "Library News Notes" to this effect and announcing this at Library Council.

Martha was concerned of the lower attendance at MULSA's annual picnic. In order to get more participation, she is willing for it to be held when employees are technically on work time. Troy expressed

concern about keeping the library open with a skeletal crew and having some employees come to the picnic. This is not a fair solution to public-services staff. Carol said that Martha may be willing to have the library completely closed during the picnic. Martha asked that the picnic be scheduled around the annual cancer walk. The board has already been trying not to schedule the picnic when the ALA annual conference is held. Carol explained to Martha that the old and new board members will work on the picnic in the future. "Elvis" was a popular feature of the last picnic and people have expressed their wanting him at next year's event.

Carol began to talk to Martha about the MULSA board wanting to have the Outstanding Staff Award in the future. However, no conclusion was reached.

Fundraising

The board still considers the idea of a monthly cookie sale a good idea and does not feel that there would be Health Department ramifications to consider in light of the proposed way of having the sales.

Ruthe needs to investigate further details associated with this project:

What is the cost for Sam's Club's extra-long rolls of dough?
How many cookies can be made from them?
How long does it take to bake the cookies?

Community Service Chair Position

The creation of this position would ensure that MULSA's community service activities would continue in the years to come and would consolidate what is presently being done by various board members. It would also require that membership discuss this at the next annual meeting and that the MULSA Constitution be amended. Troy cautioned that as the board grows larger, meetings may last longer. Board members then expressed a desire to continue meeting only once a month as opposed to twice a month.

Carol will draw up a list of proposed duties for a Community Service Chair and present them at the next board meeting. This member would be responsible for the MULSA activities relating to food drives, the Voluntary Action Center, Bluebird Closet, Columbia Second Chance, etc.

Troy will review the Constitution to see how it would need to be changed to accommodate this proposed position. The board had already been planning on circulating a draft to the membership this spring with proposed changes so that it could be voted on at the next annual meeting.

Miscellaneous

Carol reminded the board to submit family Christmastime recipes for inclusion in the next MUSE issue.

With Nicole not being present at today's meeting, the question could not be answered as to when the Human-I-Tees order was mailed in.

Carol will check on the location of the staff lounge at the next time the library is expanded and will alert Bob Almony and the security staff that staff room tables temporarily housed in the exercise room are missing.

Carol praised the web site of the Library Support Staff Resource Center as an excellent source of information. Its URL is www.lib.rochester.edu/ssp.

New Business

Susan Norman and Mark Ellis were welcomed respectively as Social Chair and Secretary.

Next Meeting

The next board meeting will be on Wednesday, January 12, at 2:00 p.m.

Respectfully submitted,

Mark Ellis and Mary Batterson