

University of Missouri Libraries Staff Association

Executive Board Meeting

April 13, 2005

1:30 pm-2:35 pm

Reference conference room

Present: Jack Batterson (recorder), Rachel Brekhus, Steve Clayton, Karla Geerlings, Kathy Peters, Wayne Sanders, Anna Schlagenhauff, Michael Spears, and Bette Stuart

Absent: Delores Fisher, Tammy Green, and Ruthe Morse

Spring party:

The party was a success, and people like the many items that were on display.

Treasurer:

Bette will get clarification from Copy service on the \$50 they collected during the Festival of Giving. She will probably check with Kathy, Kim or Cathy. MULSA needs to find out if copy service has paid the \$50 they collected toward shipping.

Bette will email Michael the information about the broken links she found on MULSA's web site. She will send Jack a list of the current MULSA members so Jack will be able to update his email distribution list.

Bette suggested that the secretary could send out a rough draft of the minutes soon after a meeting before people forgot what was discussed at the meeting. She will send the electronic copy of the Treasurer report so it can be included as part of the minutes.

Staff lounge:

Several people have noticed that the staff lounge has not been kept very clean recently. Anna said that the Tuesday person quit, and sometimes the Monday person would forget to clean the staff lounge on Mondays. One staff member was caught using the stove, and did not clean up afterwards. Steve will talk to that person and ask that person to get someone to help her clean after herself. Tammy will send a "friendly reminder" on the library email list, and put another "friendly reminder" in the Library News Notes to ask people clean up after themselves. It was suggested that Angela, a new staff member who works for David in Acquisition, might be willing to clean the staff lounge on Tuesdays. The janitors clean the floors, and take the garbage out once a week. Someone else mentioned how the magazines seem to multiply, and asked what can be done to get rid of them? Rebecca is doing the recycling. Steve will ask Rebecca if there is any way we can get the Civic Recycling people to come to our library rather than have Rebecca take everything out there?

Muse:

Michael will send Jack the link to the current issue of the MUSE when it becomes available online, and Jack will send the link to the entire library staff. Rachel indicated that she would be taking on more responsibilities with her job, and would like to find

someone else to take over her duties. Rachel would be willing to continue as Muse editor if nobody else wants to do it.

Booksale:

The Betterworld Books shipment was sent. Wayne will send an email explaining what happens to the leftover book sale books. He will also put a notice about this in the Library News notes.

Annual meeting:

Steve reminded everyone that the annual meeting date was changed to May 24th, at 9 am in the staff lounge. The Board agreed to go with Panera Bread for the bagels. There are no issues to vote on at this annual meeting. Jack will prepare the ballet. Everyone needs to start recruiting for people. Possible topics to discuss at the annual meeting include the seeking of ideas on how to go about selling Rachel's book marks which encourage people to make a donation. Another possible topic is the staff lounge. Karla asked how many people to buy for. [Jack looked at the minutes for the 2005 annual meeting – 28 people were at the last annual meeting.

Summer picnic: June 16th at Stephens park

Kathy is working on the raffle items. Felicity gave MULSA some items she picked up at the ALA meeting. Bob always donate concert series tickets. Agreed to go with Shakesp pizza again this year.

Efforts to involve more people with MULSA:

More effort needed to post mulsa minutes on the web site in a more timely manner. Jack will email the board members a rough draft of the minutes soon after each meeting. Jack will contact Mark Ellis or Leo Agnew at Administration to see if MULSA could use the mulibsaft-1 for MULSA-related messages such as the minutes to the meetings, and other communications. Jack will also ask if the library still does the new staff orientation. If orientations are still be done, MULSA would like to send a speaker to explain MULSA to the new staff. The Board may also like to put notices in the News Notes to explain what MULSA is and what it does. Another suggestion is to appointment someone to watch the news notes for announcements of new staff members and have that person to talk to each new staff member directly about MULSA and what it does.

Next meeting:

Talk about the slate of candidates for the Board positions
Complete annual reports

Respectively Submitted,

Jack Batterson