

University of Missouri Libraries Staff Association  
Executive Board Meeting  
May 11, 2006  
1:30 pm-3:00 pm  
Reference conference room

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

Absent: Delores Fisher, Tammy Green, and Kathy Peters

**Staff Lounge:**

The Board had a guest, Pat Jones of Ellis Security, who discussed the problems with the staff lounge. She briefly covered the duties of the University hired janitorial crew. They do trash removal daily along with daily sweeping and some furniture rearranging. Pat is going to request a special cleaning of the staff lounge to include waxing, and wet mop cleaning.

Pat suggested some harsh measures to end the problems with the staff lounge:

- Box up all the dishes and silverware

- Use paper plates

- Use a camera and have the camera point toward the sink and vending machines. When the problems end, we could disconnect the camera. The libraries have an extra camera now, and Bob would probably pay to have it installed.

If the Board chooses the camera option, we would have to have signage that a camera is in operation and notify everyone that there is a camera in use.

One person suggested that buying a dishwasher would solve the dirty dishes problems.

The Board decided to have Tammy send an email to the entire staff asking people to clean up after themselves.

Anna reported that she tried the microwave out and determined that it was safe. She is going to clean the microwave before putting it back out for staff use.

It was recommended that MULSA put a sign near the microwave telling people what to do if a popcorn bag catches on fire ; one should turn off the microwave before opening the door. Someone else suggested that the fire extinguisher should be moved closer to the microwave or stove. This is something that the library should provide, and it should not come from MULSA's budget.

In response to questions about staff using excess filtered water for coffee pots, Anna said that the filters are fairly inexpensive at about \$35 for a box of two filters. Each filter last 6-9 months. Bette reported that according to her records the last filter was purchased in July 2005.

The staff lounge cleaning crew is fully staffed again. Two people were recently added to the cleaning crew: Mary Hainen and Adrienne Arden.

Anna will organize a group of people to weed the magazines that are in the staff lounge. This weeding committee plans to meet on May 19<sup>th</sup> at Noon and weed magazines dated before December 2005. Karla offered to bring in Pizza.

**Administrative Support:**

Someone noted the long term problem of a lack of support from administrative office. Steve and Tammy will meet with Jim and/or Leo to discuss exactly where MULSA stands with them.

**Treasurer report:**

Bette still has not received an answer on how much the libraries owe for the latest SUNO shipment.

**Courtesy Report:**

Shannon Cary: Birth of her baby

Ellen Blair: Birth of grandchild

Margaret Howell's death was reported

**Social chair:**

MULSA will provide bagels and drinks for the annual meeting.

**Community Chair:**

**Central Missouri Food Bank:**

Kathy will deliver two boxes of donations for the Central Missouri Food Bank today.

**Summer Raffle and Picnic:**

The Board looked at the draft of the News Notes announcement for the Summer Food Drive and Raffle. Jack distributed the signed copies of the solicitation letter to Board members who would like to help solicit for raffle prizes. Kathy will ask for raffle prizes at large retailers such as Wal-Mart, Target, Circuit City, Best Buy, IHOP, Chili's, Stadium 14 Theatres, and other major chains that she regularly patronizes. Jack has contacted the Mizzou Credit Union. Kathy requested Board members to seek raffle items from shops downtown and/or at COLORS/locally-owned shops.

**Eldercare Center:**

Kathy will prepare a recruitment notice for News Notes and the libraries email list. MULSA will recruit one or two readers per reading session. Each session would last for 30-45 minutes on a biweekly basis from 12:30-1:30 pm. The volunteers would be asked to read from about 12:45 p.m. to 1:15 p.m. If two volunteers can come, they can each read for 15 minutes. The extra time is for travel to get over to the Eldercare Center and to visit with the clients. Volunteers will receive an hour release time per reading session with supervisor approval. Sample topics for reading materials that would be appropriate include family stories, history (but not war history...more like coffee table book topics), ethnic stories, biographies, and stories of exploration (like Lewis & Clark). Any complementary visual/tactile aids to the topic would be welcome. Sample topics that would be inappropriate: military history, religion, and politics.

**Southern University at New Orleans:**

A SUNO update this morning reports that they have moved into their library trailers, which Rosanna Giusti, their collections librarian, has affectionately dubbed "La Petit Cottage Library." Last week they had a book talk to dedicate a small paperback fiction collection for pleasure reading. Now that many students, faculty, and staff are living on site in their own FEMA trailers, they are trying to add a few leisure services. Unfortunately, they received word from the insurance adjusters that almost their entire collection has been damaged beyond salvage. They are currently reviewing a list of potential donations. After that, MULSA will need to start on the reference collection and then look at other LC class materials. That brings us back to the fundraising efforts to cover shipping costs.

The Board is waiting for a reply from the Twilight Festival organizers. The Board can set up a table at the Twilight Festivals on Soap Box Street (on Tenth Street between Cherry and Walnut) to handout Rachel's New Orleans bookmarks and information about the Mizzou Adopt-a-Library efforts. Kathy does not know yet whether the Board can accept donations of books and/or money to help cover shipping costs. If yes, Kathy will put out a call for volunteers to staff the booth. If the Board can not accept donations, it must decide whether it wants to hand out bookmarks and information about the adopt-a-library program.

Bette is trying to find out what MULSA owes toward the shipping of books to SUNO.

**Annual meeting:**

If the Board is not successful in recruiting new people to run for the Board, MULSA will ask for nominations from the floor at the annual meeting.

**MUSE:**

Mike is cleaning up files within the MUSE web site.

Respectively Submitted,

Jack Batterson