

University of Missouri Libraries Staff Association
Executive Board Meeting
Nov. 12, 2009
2:00 pm- 3:00 pm
Reference Conference Room

Present – Rachel Brekhus, Jack Batterson, Steve Clayton, Jerri Eldridge, Tammy Green, Ruthe Morse, Michael Spears, Rebecca Schedler, Sandy Schiefer, and Colleen Smith.

Absent -- Karla Geerlings and Delores Fisher.

Tammy is working on a shopping list for lounge supplies. We need gloves for the lounge cleaners right away. Ruthe will get them at Sam's. Steve mentioned that a couple of members of the Diversity Action committee want to hold a tea in the lounge sometime in February and want to know what equipment is available for them to use. Steve was told to have them contact Tammy or Michael to discuss it. Michael is to check in the President's box for a list of Staff Lounge rules. We need to find them and get them posted in the lounge. We plan to send them out in a staff wide e-mail as well and want to make sure that the rules are passed on to all student workers as well (maybe Mark Ellis could help with that).

Steve reported that last month he took 5 large bags of clothing (along with other miscellaneous items that had been donated) to the Rainbow House. There are some canned foods in the lounge basket. After the Thanksgiving dinner, he will take the donated items to the Food Bank. We should send out an e-mail reminding everyone about the food drive contest before the dinner. For the contest, 1 lb. of food =\$1.00. We will be giving out prizes for the 1st and 2nd place groups. Tammy wanted to know if we had a record of what was brought in by last year's winners (SHS) so that people would know what kind of goals to set. Colleen will look through the old minutes and get back to her.

Nothing new has been posted on the MUSE since last July. Jack has submitted some items which appear to have been approved, but still aren't posted. Rachel will check to see if she can discover why they haven't shown up yet. We need to promote the MUSE more in order to get contributions.

Sandy reported that magazines we donated to the public schools were greatly appreciated. The workday was a success: 6 people worked 2 ½ hours. However,

the book knives that we borrowed from Physical Processing were returned dull so we paid to get them sharpened. We will no longer borrow their knives. We will use box cutters or buy our own book knives. We made about \$258.00 from the sale of 6 books on Amazon. We have 62 books currently listed on Amazon (mostly scholarly works). It will be a while before we need to buy more supplies for shipping books.

Ruthe reported that the Halloween Party was well organized, but not well attended. The costume contest winners will be announced in the week's News Notes. The invitation for the Thanksgiving dinner was e-mailed to everyone. We are waiting for a call back from Jack's about how much the food will cost. They are providing the turkey, stuffing, mashed potatoes & gravy, green bean casserole, and rolls. We will provide the drinks. Information about our adopted Christmas families should be in News Notes tomorrow. Release time for helping with MULSA parties was discussed. Leo says that 45 minutes is considered a reasonable amount of time (including attendance time); anything thing beyond that should be on one's own time. The board agreed with that policy.

Jack reported that the mutual fund is bouncing back. He suggested that we add some of the money from our checking account to the fund. We decided to wait until after the 1st of the year to do so.

Michael reported that Sandy has gotten the listing of board members updated on the MULSA website. Michael got Halloween pictures posted. We still need to update our community service page. We also need to get the proposed constitution on the site so that people can read it and then vote on whether they approve it. Board position descriptions are due to be updated as well.

The Winter party will be held on Dec. 18th from 4-6 p.m. Michael suggested getting plenty of inexpensive prizes to be given out to promote attendance. We decided on 25 prizes in the \$3-5 price range. Only one prize per family and you need not be present at the time of the drawing to win.

The next meeting will be December 10th from 2:00-3:00.