

University of Missouri Libraries Staff Association  
Executive Board Meeting  
Feb. 11, 2010  
2:00 pm- 3:00 pm  
Reference Conference Room

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

Absent -- Delores Fisher and Ruthe Morse.

**Michael:**

We need to create guidelines on what we will provide for different events such as All-Staff meetings and retirements. Suggestions for all-staff meetings: light snacks that don't require plates and for retirement parties that we have a set of options to present to the people retiring and their department heads to consider. Karla pointed out that we should wait and work on these at a time when the Social Chair is present.

**Book Sale Contract:**

We're still just getting 50% of the profits of the book sales per the contract that Ruthe and Jerri signed with Ellen in 2008 [50% of 2009's profit was about \$2,500.00]. Last year, Jim had talked to Tammy and Michael about giving MULSA the full amount of sales in exchange for us taking financial responsibility for the annual Celebration of Service, refreshments at All-Staff Meetings, and retirement parties, but that has not happened yet. We will have to sign a new contract in October 2010. In the mean time, we would like to get a report from Ellen about what the other 50% of the profit in 2009 was used for. Michael will try to get a meeting set up with Jim and Ellen to negotiate the terms of the new contract.

**Engraving tool:**

It was suggested that we buy an engraving tool (about \$15.00 at Wal-Mart) for labeling items that belong to MULSA.

**Farewell gifts:**

We voted to give farewell gifts in the form of gift cards to people leaving the library with five or more years of service. The amount would be \$20.00 for five years and we would add \$5.00 more for each additional 5 years that the person has worked here.

**Spotlight Awards:**

Michael talked to Delores about the Spotlight Awards. They agreed that it should be the Courtesy Chair's responsibility. Delores will need help with the shopping part. Michael will purchase 24 picture frames for next year's awards.

**Celebration of Service:**

Michael reported that the Celebration of Service committee is planning on holding this year's luncheon in May in conjunction with the campus-wide Staff Appreciation Week. Last year we spent about \$1,000 on the event.

**International Tea:**

The Diversity Action Committee has inquired about using the Staff Lounge and some of our MULSA supplies for an International Tea on March 11<sup>th</sup>. We agreed to let them use the lounge and have also suggested that we could help with the function rather than hosting a Spring Fling.

**Jack:**

Jack inquired about the charge for the Memory book that was made for John Wesselmann. Rachel will bring the receipt to Jack if she can find it.

**Retirement party for Peggy Platner:**

Peggy doesn't want a party. The State Historical Society already did something for her retirement.

**Knives:**

Sandy uses her own knives for preparing books not sold in the book sale for recycling. Since she is currently taking the books apart on a regular basis, we may no longer need to have big book dismantling sessions. Michael suggested that MULSA go ahead and buy 2 knives to have just in case we need them so we don't

have to borrow knives from Physical Processing in the future. Physical processing decided not to ask MULSA to pay for the sharpening of their book knives.

**Steve:**

There are lots of clothes for the Rainbow House in the Staff Lounge collection box. He will try to take them there next week.

**Muse:**

Rebecca finished her article on Meatless Monday and will post it. Tammy promised an article on gardening. Karla said that Ruthe suggested posting recipes in the Muse. Karla still needs to post the January Spotlight award winners.

**Sandy:**

Eight books were sold on Amazon since the last meeting, for a profit of \$246.01. Since inception, we have made \$1,003.62 from selling books to Amazon. A check was received for the Digiprint book sales dated Jan. 19, 2010 for \$727.40. A check was received from Better World books for \$134.41 for the fourth quarter of 2009.

**Tammy:**

We have no hot water in the sink already. We don't know what's going on. Pat sent in another work order.

**Meals-on-Wheels:**

We ordered box lunches from Meals-on-Wheels to support their fundraisers. MULSA would pay \$5.00 per each meal and staff would pay the other \$5.00. We ordered 15 club sandwiches and 11 veggie wraps. Tammy called to increase our order by adding 5 more club sandwiches. There was a mix-up and when they arrived with the lunches, they brought 150. We kept the lunches and sold 72 of them on the day they arrived and 48 the next day. We gave 4 to Security staff as a way of thanking them for their help in selling the extra lunches. Julie is taking the remaining 16 lunches to a homeless shelter. It ended up costing MULSA \$1,470.00. We made \$586.00 of that back from selling the extra lunches. It was decided that if we do this fundraiser again next year, we should have 2 people organizing it. We may need to bring it up before the entire membership at the annual meeting.

**Treasury report:**

We may need to postpone adding \$2,500.00 to the Coventry fund.

**Membership:**

Michael proposed we redefine MULSA membership. We did not have time to fully discuss his proposal, but suggested he write up his idea and bring it up for a vote at the Annual Meeting in May.

The next meeting is scheduled for March 11<sup>th</sup> from 2:00-3:00 in the Rm. 159 (Ellis Ref. conference room).