

University of Missouri Libraries Staff Association  
Executive Board Meeting  
July 14, 2005  
1:30-2:25 pm  
Reference conference Room

Present: Jack Batterson (recorder), Rachel Brekhus, Steve Clayton, Delores Fisher, Karla Geerlings, Tammy Green, Ruthe Morse, Kathy Peters, Melissa Plunkett, Varyanna Ruthengael, Wayne Sanders, Bette Stuart, and Michael Spears

Not present: None

**Muse report:**

The *Hot Hot Summer Muse* (v. 52 no. 1) was printed in several copies, which were passed around at the MULSA picnic. Shortly thereafter, the online version was finalized. This issue of the *Muse* was the first to include an interactive element in the form of a fill-in-the-blanks Mad Lib puzzle. The print version of this had to be done in pairs, while the online version could be done by a single participant. The online version's table of contents was in HTML format, while (also for the first time ever), the individual articles were published as pdf files. Michael Spears also made several key updates to the content and file structure of the MULSA and *Muse* websites.

The call for submissions to the late-summer *Muse*, whose theme is Sports & Games, has been sent out to the MU Libraries Employee listserv. Rachel plans to put reminders in the Library News Notes every 2 weeks or so up to the deadline. MULSA board members who know MU Libraries folk with a strong interest in participatory or spectator sports and games are encouraged to urge them to submit articles to Rachel Brekhus at [brekhusr@missouri.edu](mailto:brekhusr@missouri.edu).

**Social Chairs:**

Picnic went well. Melissa thought more people would have attended if it had not been raining. She suggested we have a rain date for future summer picnics. We know from previous emails that about 46 people attend the picnic.

Karla still needs the key for the Staff Lounge supply room.

The next social event is the New Staff Tea in September. The social chairs will find a Tuesday to hold this event. Melissa said that there are plenty of name tags in the supply room. Rachel said that she recently had a tropical theme party and that she would be willing to lend her tropical decorations if needed.

**Treasurer:**

Bette talked to Bob Almony about the 990 form she received. Mulsa receives this tax form about every year. The form is for organizations with gross receipts of less than \$1 million. Bette made a copy for the Treasurer file so the future Treasurers would know what needs to be done when MULSA gets this form. When filling out this form, Bette used the information from the latest MULSA annual report (gross receipts: \$4,929.22) and total assets (\$4,681.99)

Bette also received a survey from the Credit Union that was randomly sent to former account holders. . Steve and Jack said on the survey that the reason MULSA left that bank was that MULSA found another bank with lower fees and lower required balances. Jack and Steve also noted that MULSA chose Boone National because it had more investment options such as I-bonds and other types of bonds.

**Courtesy chair:**

Delores Fisher makes her own cards on the computer. This will be cheaper than buying cards and she will absorb the costs of ink.

Sent the Following:

Left library card to Melissa Skinner

Get well card to Charlette Mustain

Sympathy card to Pat Jones for the death of her Grandfather

**Staff Lounge:**

A Board member was notified on July 13, 2005, that the refrigerator and the icemaker doors were not closed. Varyanna put a note on both doors asking people to be sure they were shut. Varyanna will tell the icemaker repairman about this sticky door problem the next time he is in the lounge fixing the icemaker.

Jack worked with Ruthe on finding the Library Council approved version of the 1999 staff lounge guidelines, and Jack sent them via email to the Board members. These guidelines will be posted in the staff lounge.

The coin return for the juice machine does not work. Also Varyanna hopes to replace the water machine.

Kathy Peters noted that someone has been stealing the donated food items from the Central Missouri Food Bank box. She asked for people to let her know when there is food in the box so that she would take them to her desk.

**Book sale:**

Just prior to the meeting on July 6th, Bob Almony asked Kim Daugherty to pay MULSA 25% of funds received in FY 2005. He asked Ruthe to give Kim an invoice that she can use for paying. Wayne said the book sales for FY 2005 began on Sept. 27th. MULSA book sale co-chairs do not know exactly how much money will be received. Jim said at the Annual Service Meeting that copy service received about \$7,000 to date.

The co-chairs spend about two hours a week each and more when/if we start the online sales. The elementary English material for the Mel George project will go to the Republic of Georgia.

A committee (Steve, Tammy and the two book sale co-chairs), will meet with Bob and discuss the possibility of increasing MULSA's take on the percentages of the books sold. Bob offered 25% before negotiating with MULSA. Jack mentioned that Bob probably chose MULSA's take to be 25% because the MU Libraries needs to pay for the Copy Service renovation costs. Mulsa might wish to negotiate with Jim and Bob for higher percentages three to four years from now.

Ruthe has been working on a bookmark that MULSA hopes to post at the Bookmark Café and at Copy Service to provide more advertising for the ongoing Book Sale.

Respectively Submitted,

Jack Batterson