Library Staff Association Minutes  
October 19, 2004

Present:
- Ross Edmonds, President
- Brian Shelburne
- Joyce Nester
- Lori Lee

Absent:
- Jean Brickey, Secretary
- Robert Sebek, Vice President
- Christopher Peters

Minutes:
A. Minutes from the September 29th meeting were reviewed and approved.
B. Ross reported on his meeting with Eileen Hitchingham on October 11th where he discussed some concerns expressed in the September 29th meeting:
   - Spring event - Eileen likes the idea
     - She offered to close the library during a break week from 11:30 AM – 1:30 PM
     - She said it was OK to use LSA funds for the event as long as it was “educational”
     - Ross and Lori mentioned that Dan Palmer might want to incorporate donor relations into the event in some way, possibly by providing a donor as a speaker
     - It was noted that any talk given at the event would not have to relate to work
   - Evaluation process and standardization of evaluations
C. Ross began working on a draft of a new LSA Constitution, Bylaws, and Mission Statement
   - Reviewed documents item by item – some issues:
     - Constitution modeled largely on Staff Senate constitution
       - Ross re-devised the Board configuration – in the new system, we need 6 people from several different areas
     - Bylaws modified from old ones on web site
       - New specific list of duties for officers
       - Begin holding general staff meetings 4 times per year
D. Next steps
   - All members review new documents & prepare to discuss any changes
   - Ross will begin a re-working of the LSA Fund Guidelines
   - Next meeting will be scheduled sometime in mid-November

Notes were taken by Brian Shelburne in Jean’s absence.