

MULSA Meeting

February 7, 2013 at 2:00

Present: Jack Batterson, Rachel Brekhus, Abbie Brown, Karen Eubanks, Mark Ellis, Ruth Feldkamp, Karla Geerlings, Tammy Green, Ruthe Morse, Ashley Nelson, Ann Riley

Absent: Sue Barnes, Jerri Eldridge, Delores Fisher

Mark Ellis was a guest at this meeting to consult on MU retirement policies.

Retirement Guidelines

- Both the initial draft documents and the updated document discussed in this meeting are attached on pages 5-13.
- The main takeaway of the discussion was that the size, “feel,” and location of a retirement party is up to the person being celebrated.
- Rachel presented the document on p.8-10 that had incorporated some changes proposed in December.
 - This document has “updates along the lines of what Karla proposed in December allowing for a person other than the MULSA Social Chair to take the lead in the ad hoc reception committee if desired. Karla had proposed using the phrase ‘or designee,’ but I ended up just changing ‘Social Chair’ to ‘Reception Committee Chair’ in most instances and spelling out that the MULSA Social Chair is the reception committee chair by default but that another person can be designated.” (from email)
- Mark reported that Jim said Admin can take care of retirement party room reservations and the fees associated with those rooms (e.g. fees for not using a preferred caterer).

- The language was added: “MU Libraries Admin will handle room reservations and any applicable room reservation fees.”
- Certain locations on Admin’s end, like Memorial Union and the Student Center, are easier to work with, but everyone agreed that the retiree’s wishes of location are to be honored.
 - Discussion of considerations for choosing a room: parking, accessibility, etc. It was agreed that arrangements could be made to transport those who would have difficulty.
- Mark offered his and Admin’s help, and the language was added that “The Executive Staff Assistant (ESA) to the Director and HR person shall be consulted as needed about dates and other facts.”
 - There was discussion over HR requiring 2 months notice for retirement, but that MULSA would like to know as soon as possible, especially in order to properly plan larger retirement parties when requested.
 - Mark also shared that Shannon has a lot of experience working with Print Services, fast-tracking items, and working with her graphic designer students.
 - The following was added: “Six weeks prior to event: Contact Library Communications Officers about invitations.”
 - Mark encouraged anyone in the libraries who are printing items (signs, flyers, etc.) to contact Shannon.
- The question was raised of whether or not MULSA would host a retirement party in an off-campus location. Or if not hosting, how involved could MULSA be?
 - It was suggested that private personal invitations to an off-campus retirement party could be distributed at a small birthday-break type retirement reception.

- It was agreed that using the Listserv was another way to potentially extend invitations.
 - It was agreed that all MULSA-sponsored events (excluding the annual picnic) must be held on MU property.
 - The following was added: “Retirement receptions held off campus will not be the responsibility of MULSA or the MU Libraries.”
- A question was raised about providing for donations from other departments in which the retiree was active.
 - Added to the Retirement Reception Committee section was: “As applicable, one or more members of other campus entities with which the retiree is affiliated.”
 - In the timeline section, it was added that “[t]wo months prior to retirement: The Ad Hoc Reception Committee shall meet. The committee will discuss appropriate affiliates with whom to coordinate . . .”
- There is no current cap on the amount MULSA will spend for a retirement party.
- The document will be sent to Mike Holland in a week for a policy review, and then will be posted over the old document at <http://mulibraries.missouri.edu/staff/policies/RETIREMENT.POL.htm> . It will also be linked to from the MULSA website.
- Ann suggested sharing these at the next Library Assembly meeting.
- It was clarified that these are guidelines, not an official policy. The fact that a party is thrown is, however, a policy.
- It was agreed that the main takeaway of the discussion was that the size, “feel,” and location of the party is up to the person being celebrated.
 - People should feel free to say whether they do or don’t want a party. The party and planning really depends on the retiree’s wishes and personality.

- Discussion of how nice Terry's party was, and how it fit her wishes.

The Location for the Annual Picnic

- Main considerations are access to water and parking.
- Tammy will check out Steven's Lake as a possibility (water access, restrooms, parking, central location). Other possibilities mentioned were Cosmo, Bethel, Nifong, and West Boulevard.

Chair Reports

- Jack shared totals from his report (on p. 14) and shared that MULSA will need to look into getting a new CD (2 year perhaps) around September.
- Ruth shared that Terry's party went well. The refreshments for the All-Staff Meeting also worked well, with everything eaten, no mess, and lots of mini sodas drunk. Next time, possibly more water is needed.
- Abbie reported that the MUSE is caught up. Some pictures from activities last week might be posted, and she encourages MUSE submissions.
- Ruthe will submit the receipt for the tree she bought off of eBay (p. 19).

From email:

From: Brekhus, Rachel L.

Sent: Thursday, February 07, 2013 12:51 PM

To: Barnes, Susan J.; Batterson, Jack A.; Brekhus, Rachel L.; Brown, Abbie; Eldridge, Jerri R.; Eubanks, Karen K.; Feldkamp, Ruth E; Fisher, Delores A.; Geerlings, Karla L.; Green, Tammy; Morse, Leona R.; Nelson, Ashley; Riley, Ann C.

Subject: Guidelines for MULSA Retirement Reception

In preparation for today's consultation with Mark Ellis about MU retirement policies, I have attached the latest draft of MULSA's retirement guidelines, with updates along the lines of what Karla proposed in December allowing for a person other than the MULSA Social Chair to take the lead in the ad hoc reception committee if desired. Karla had proposed using the phrase "or designee," but I ended up just changing "Social Chair" to "Reception Committee Chair" in most instances and spelling out that the MULSA Social Chair is the reception committee chair by default but that another person can be designated.

Current language on retirements in official library documents can be found at:

<http://mulibraries.missouri.edu/staff/policies/RETIREMENT.POL.htm>

From: <http://mulibraries.missouri.edu/staff/policies/RETIREMENT.POL.htm> (the posted guidelines)

Guidelines for MU Libraries Retirement Reception

Effective immediately, the MU Libraries Administrative Offices will be responsible for retirement receptions. The MU Libraries will hold retirement receptions for employees retiring who have five or more years of service to the MU Libraries and who are employed at 75% or greater FTE. Information from MU's Policy and Procedure Manual pertaining to farewell receptions is attached to these guidelines.

Retirement Reception Committee:

The Director of Libraries appoints a committee for each retirement reception. The composition of the committee is:

1. Executive Staff Assistant (ESA) to the Director, who serves as Chair of the Committee.
2. Head of the Division from which the employee is retiring or that person's representative; this individual presides over the program portion of the reception and serves as the coordinator of remarks at it.
3. One or two members of the retiree's Division, with the approval of the Division Head; these individuals serve as the gift selection subcommittee.
4. A member of the MULSA Executive Committee serving as a member-at-large.

The Committee has overall responsibility for the reception. Its duties include:

1. Determination of date and location of the reception, in consultation with the retiring employee.
2. Composition of the invitation list, working with the retiring employee.

3. Providing the ESA with suggestions for the style and content of the invitations.
4. Providing the ESA with guidelines for the refreshments.

Duties specific to Committee Members include:

1. The ESA will be responsible for the creation, printing and distribution of the invitations.
2. The ESA will contract with a reliable, experienced caterer to provide refreshments for the reception, and shall arrange for a photographer.
3. The retiring employee's Division Head, or that person's representative, recruits appropriate individuals to make remarks at the reception. The suggested guidelines for the individuals who are invited to make remarks are: the Director of Libraries; the retiree's Division Head; a co-worker from the same Division; and, when appropriate, a faculty member from the academic department(s) which the retiring staff member serves.
4. The members of the Gift Subcommittee work with the Assistant Director of Libraries and/or his Administrative Associate to obtain a suitable gift (see section on gifts, below).
5. The MULSA member-at-large recruits members of MULSA to assist in serving the refreshments if the location and caterer do not provide servers. (University Catering normally provides servers for events held in the Reynolds Center and Memorial Union.)

Location and Catering

The preferred location sites for receptions are within the Libraries (e.g., the Ellis Library Staff Lounge), the Reynolds Center and the Memorial Union. Another location on campus may be used if necessary.

In the event the reception is held in the Reynolds Center or the Memorial Union, University Catering requires that it be used as the primary caterer. Sheet cakes may be catered from other sources. However, University Catering should be contacted as additional charges may be assessed for cutting and serving the cake. Should the reception be held in the MU Libraries, or the lounge area of another building, Administrative Services may contract with whomever desired.

An estimate must be provided to the MU Libraries prior to awarding of the catering contract. Also, expenses related to catering must be approved by the Director of Libraries, prior to acceptance of the estimate. Completion of the contract and payment to outside caterers is handled by the Assistant Director or his Administrative Associate.

Gifts

Commemorative gifts are items that in some way serve as a reminder of the service the employee invested in the MU Libraries. (e.g., pen and pencil set with University of Missouri seal, framed print of an MU building, commemorative plaque, etc.) The gift should by no means be limited exactly to the items listed above; the individual personality of the retiree should be kept in mind. However, the gift item *must* be of a commemorative nature. The following table establishes guidelines relating to the cost of the retirement gift.

Years of Service	Allowable Expense
0-4	Not eligible
5-9	\$50

10-14	\$60
15-19	\$70
20-24	\$80
25-29	\$90
30+	\$100

Below is a timeline which should be followed (when possible) for the execution of a successful retirement reception:

1. Two months prior to retirement: The Ad Hoc Committee shall meet. Committee will discuss date of event, distribution of invitations, type of food preferred by retiree, appropriate individual to make remarks and style of gift which might be appropriate for retiree. Administrative Associate to Assistant Director shall be notified of impending retirement and reception for accounting purposes.
2. Seven weeks prior to event: Date firmed up, location should be booked and estimate and proposed menu for event requested.
3. Six weeks prior to event: Invitations to University Printing Services.
4. One month prior: Invitations in the mail. Catering contract finalized.
5. Two weeks: Gift selected and purchased. Podium roster finalized.

MU Business Policy and Procedure Manual

According to the University of Missouri-Columbia Business Policy and Procedure Manual, (chapter: FINANCE, section: 2:260 Farewell Receptions)[†],

[†]When faculty or staff retire or resign from the University or transfer internally to another department, it is a common practice to have farewell receptions for them. The following policy applies when paying for farewell receptions from University funds.

[†]Eligible Faculty and Staff -- Full and part-time employees who retire, resign or transfer internally are eligible, but student employees are not. Divisions/departments may set a minimum number of years of service for resignations and internal transfers (five years is suggested) before University funds will be used.

[†]Required Approvals -- Farewell receptions and associated expenses must be approved by the Dean, Director or Department Chair. Receptions for Deans, Directors, Department Chairs and above require the approval of the employee's administrative superior...

[†]Allowable Expenses -- Allowable expenses are reasonable expenses for refreshments and for commemorative items.

7/28/98

\\Director\Events\RETIREMT\RETIREMT.POL.DOC

From the attached document sent out before the meeting, reflecting some changes proposed in December:

Guidelines for MULSA Retirement Reception

As of 1/2009, the MU Libraries Administrative Offices will no longer be responsible for retirement receptions. Therefore MULSA will hold retirement receptions for employees retiring who have five or more years of service to the MU Libraries and who are employed at 75% or greater FTE and wish to have a party. **These guidelines will be followed as closely as possible if notification of retirement is given in a timely fashion. Some aspects should be addressed even if no party is wanted.**

Retirement Reception Committee:

The Social Chair will solicit a committee for each retirement reception. The composition of the committee is:

1. MULSA Social Chair, who serves as Chair of the Reception Committee by default, though another member may be designated Chair by mutual agreement.
2. Head of the Division from which the employee is retiring or that person's representative; this individual presides over the program portion of the reception and serves as the coordinator of remarks at it.
3. One or two members of the retiree's Division, with the approval of the Division Head; these individuals serve as the gift selection subcommittee.
4. Other members of the MULSA Executive Committee and general staff who volunteer. The Executive Staff Assistant (ESA) to the Director and HR person shall be consulted as needed about dates and other facts.

The Committee has overall responsibility for the reception. Its duties include:

1. Determination of date and location of the reception, in consultation with the retiring employee.
2. Composition of the invitation list of non-library personnel, working with the retiring employee.
3. Providing the Reception Committee Chair with suggestions for the style and content of the invitations.
4. Providing the Reception Committee Chair with guidelines for the refreshments.

Duties specific to Committee Members include:

1. The Reception Committee Chair will be responsible for the creation, printing and distribution of the invitations.
2. The Reception Committee Chair will contract with a reliable, experienced caterer to provide refreshments for the reception, and shall arrange for a photographer.
3. The retiring employee's Division Head, or that person's representative, recruits appropriate individuals to make remarks at the reception. The suggested guidelines for the individuals who are invited to make remarks are: the Director of Libraries; the retiree's Division Head; a co-worker from the same Division; and, when appropriate, a faculty member from the academic department(s) which the retiring staff member serves.

4. The members of the Gift Subcommittee work with the Courtesy Chair to obtain a suitable gift (see section on gifts, below).
5. Members of MULSA may be recruited to assist the committee in serving the refreshments if the location and caterer do not provide servers. (University Catering normally provides servers for events held in the Reynolds Center and Memorial Union.)

Location and Catering

The preferred location sites for receptions are within the Libraries (e.g., the Ellis Library Staff Lounge or the Great Reading Room in 2 central), the Reynolds Center and the Memorial Union. Another location on campus may be used if necessary.

In the event the reception is held in the Reynolds Center or the Memorial Union, University Catering requires that it be used as the primary caterer or be paid a fee to allow outside caterers. Sheet cakes may be catered from other sources. Be sure to check with UC about additional charges that may be assessed (i.e. for cutting and serving the cake). Should the reception be held in the MU Libraries, or the lounge area of another building, catering may be contracted with whoever desired.

An estimate must be provided to the MULSA prior to awarding of the catering contract.

Gifts

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2. Seven weeks prior to event: Date firmed up, location should be booked and estimate and proposed menu for event requested.
3. Six weeks prior to event: Invitations to University Printing Services.
4. One month prior: Invitations in the mail. Catering contract finalized.
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From: Brekhus, Rachel L.

Sent: Thursday, February 07, 2013 2:47 PM

To: Barnes, Susan J.; Batterson, Jack A.; Brekhus, Rachel L.; Brown, Abbie; Eldridge, Jerri R.; Eubanks, Karen K.; Feldkamp, Ruth E; Fisher, Delores A.; Geerlings, Karla L.; Green, Tammy; Morse, Leona R.; Nelson, Ashley; Riley, Ann C.

Cc: Ellis, Mark W.

Subject: retirement reception document

Further action:

- 1) check this over once more; Mark will check into expenses especially of Alumni Center.
- 2) in a week, send on to Mike Holland
- 3) Rachel will report to next Library Assembly meeting, with emphasis on tailoring location/formality of event to the retiree.

--Rachel

The guidelines reflecting all of the changes discussed in the meeting:

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4. Other members of the MULSA Executive Committee and general staff who volunteer.
5. Executive Staff Assistant (ESA) to the Director
6. As applicable, one or more members of other campus entities with which the retiree is affiliated

The HR person shall be consulted as needed about dates and other facts.

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Below is a timeline which should be followed (when possible) for the execution of a successful retirement reception:

2. Two months prior to retirement: The Ad Hoc Reception Committee shall meet. The committee will discuss appropriate affiliates with whom to coordinate, date of event, distribution of invitations, type of food preferred by retiree, appropriate individual to make remarks and style of gift which might be appropriate for retiree.
2. Seven weeks prior to event: Date firmed up, location should be booked and estimate and proposed menu for event requested.
3. Six weeks prior to event: Contact Library Communications Officers about invitations
4. One month prior: Invitations in the mail. Catering contract finalized.
5. Two weeks: Gift selected and purchased. Podium roster finalized.s

MULSA Meeting
Meeting on: Feb. 7, 2013
Treasurer's Report submitted: Feb. 7, 2013

TCU Checking balance:	\$1,544.40 (2-7-2013)
TCU Savings account	\$3,752.97 (2-7-2013)
TCU CD #1:	\$1,500.00 (2-7-2013)
TCU CD#2:	\$2,529.48 (2-7-2013)
<u>New Covenant Balanced Income Fund:</u>	<u>\$14,156.92 (2-6-2013)</u>
Total balance:	\$23,483.77 (2-7-2013)

Income:

01-04-13 CD dividend	\$7.31
01-08-13 Amazon sales	\$24.42
01-11-13 MU Book sales	\$687.82
01-11-2013 Better World books (total dep. 1-11-13=\$744.93)	\$57.11

Total income..... \$776.66

Notes:

Bold entries have not been deposited into the checking account.

MU Book sale check is for the 4th quarter (Oct.-Dec. 2012) and BetterWorld is for Sept. 2012 (\$16.52), and Oct.2012 (\$28.02) and nov 2012 (\$12.57)

Interest in the savings account is paid quarterly. MULSA will get the first interest payment on the new CD (CD#1) later this week.

The fund is up \$211.82 since the January 2013 report. It is up 1.52% this year –to-date.

Expenses:

#2009 Allen flowers for Jack Batterson surgery	\$25.00
#2010 Tammy Green Food Holiday Party	\$14.95
#2011 Tammy Green Food All Staff meeting	\$25.41
#2012 Ruth Feldkamp food All Staff meeting	\$29.31
#2013 Memorial donation for Donald Ryan	\$25.00
#2014 Abbie Brown for Terry Austin's retirement gift from MULSA	\$60.00
#2015 Ruth Feldkamp for Terry's party	\$72.03
#2016 Susan McCormack for Terry's party	\$76.09

Total expenses \$327.79

Bold check numbers are checks that have not been cashed.

Notes:

#2010: HyVee - Vienna Bread(2) \$5.98 and Vienna seeded bread(3) \$8.97;

#2011: HyVee – Classic coke(2) \$6.88, Diet coke(8 pack) \$3.44, Diet Mountain Dew \$4.00, Mountain dew \$4.00, Pepsi \$4.00, HV 10oz Fun (\$3.89)

#2012: Sams club – Candies(8) at \$3.49 each

#2013: Donald Ryan is Mary Ryan's (Reference librarian) brother. Donation made to Friends of Columbia Public Library.

#2014: The amount of this check was for 10-14 years of service.

#2015: HyVee: Summer Beef \$6.99 and Summer sausage \$4.99; Walmart: Grape juice(5) \$2.98 each), water (two 2.5 gallon) \$7.26 each, Lemon lime (3) \$0.68 ea, 4 oranges \$3.98, gala apples \$4.67, lemons (10) \$3.80, limes (5) \$1.25, black plum (1.89 lbs) \$3.74, lemon juice \$0.78, utility knife \$0.96, tropical orange juice (64 oz) \$3.68, great value juice \$1.98

#2016: CR Supermarket in Fulton: Green dice, Chopped olives, Italian dressing, Onions, Fuji apples, Avocados, Tomatoes, Salsa, Large eggs; Walmart: Great value (GV) oil, GV flour, GV unsalted butter, GV powdered sugar, GV cream cheese, Cake mix (3), Jello pudding, Large eggs (2), Cake boxes(3) and more.

Certificate of Deposit with Tiger Credit Union

Issue Date	04/04/12
Term:	2-year
Principal Amount:	\$2,529.48
Maturity Date:	04/03/2014
Rate :	1.15%

Certificate of Deposit with Tiger Credit Union

Issue Date	11/09/12
Term:	1-year
Principal Amount:	\$1,500.00
Maturity Date:	11-8-2013
Rate :	0.60%

New Covenant Fund (Balanced Income fund- Ncbix) as of Feb 6, 2013:

Number of shares = 706.081

Price per share = \$20.04

Value= \$14,156.92

Jack Batterson – Feb. 7, 2013

Book Sale Report:

From: Eldridge, Jerri R.

Sent: Thursday, February 07, 2013 1:15 PM

To: Brekhus, Rachel L.; Batterson, Jack A.; Barnes, Susan J.; Brown, Abbie; Eubanks, Karen K.; Feldkamp, Ruth E; Fisher, Delores A.; Geerlings, Karla L.; Green, Tammy; Morse, Leona R.; Nelson, Ashley; Riley, Ann C.

Subject: RE: MULSA Meeting tomorrow

Not able to attend today's meeting. Booksale is scheduled twice a month now. Have been recycling paperbacks. Need to pack books for BWB – can include regular books with ARC books. If anyone wants any paperback love stories we have about 5 or so boxes. Public library may be able to sell as we aren't having any luck.

Jerri Eldridge
Catalog Dept.

From emails sent out:

From: Brown, Abbie
Sent: Friday, December 28, 2012 2:34 PM
To: MULIBSTAFF-L (mulibstaff-l@lists.missouri.edu)
Subject: Winter Festival Tea
When: Wednesday, January 16, 2013 2:00 PM-4:00 PM.
Where: Ellis Library Staff Lounge

When: Wednesday, January 16, 2013 2:00 PM – 4:00 PM
Where: Ellis Library Staff Lounge

The Diversity Action Committee invites you to participate in our Winter Festival Tea on January 16. We will be gathering to enjoy warm drinks and cookies. This event will take place from 2-4pm in the Ellis Staff Lounge.

We invite you to contribute warm drinks or cookies/snacks that you associate with your cultural heritage, nationality, region, or perhaps your hometown, your family, or your interests. DAC will provide coffee and hot water for making other warm drinks, in addition to some cold beverages. DAC will also provide some music and activities for your afternoon break.

In the past, DAC has sponsored an International Tea at wintertime, usually around the time of Chinese New Year (called Spring Festival in China). We moved this event a little earlier in the year to take advantage of the intersession, and renamed it the Winter Festival in honor of the Spring Festival. We hope it will help you shake off the blahs of winter!

Release time is available with supervisor's approval.

Thanks to MULSA for all assistance!

From: Announcements for Staff Forum [MULIBSTAFF-L@PO.MISSOURI.EDU] on behalf of Brown, Abbie
Sent: Tuesday, January 29, 2013 3:13 PM
To: MULIBSTAFF-L@PO.MISSOURI.EDU
Subject: Reminder: Retirement Party for Terry Austin

Reminder!

Please join us for a party in honor of Terry Austin, who will be retiring from MU Libraries.

The party will be held:
Thursday, January 31, 2013 from 2:00 PM to 5:00 PM
Memorial Union N222/223 (the Joplin/Boone Room)

Refreshments will be served.

We are collecting for a gift. Please contact me, Abbie Brown (brownab@missouri.edu), if you would like to contribute.

Terry Austin is a Librarian IV and has been with the University of Missouri Library Systems (LSO) since 2000, managing electronic resources on behalf of MERLIN and the University of Missouri System. Terry came to the University of Missouri System after nine years as a vendor sales rep for library vendors including Baker & Taylor, Primary Source Media, and H.W. Wilson. This extensive knowledge of vendor operations has been an enormous asset for the UM System as Terry has negotiated consortial contracts and license agreements for e-resources purchased on behalf of all the UM System Libraries. LSO was moved from the UM System to MU Libraries in 2011.

Release time is available with supervisor's approval.

Abbie Brown
brownab@missouri.edu

From: Brown, Abbie
Sent: Friday, February 01, 2013 10:11 AM
To: Barnes, Susan J.; Batterson, Jack A.; Brekhus, Rachel L.; Brown, Abbie; Eldridge, Jerri R.; Eubanks, Karen K.; Feldkamp, Ruth E; Fisher, Delores A.; Geerlings, Karla L.; Green, Tammy; Morse, Leona R.; Nelson, Ashley; Riley, Ann C.
Cc: Brown, Abbie
Subject: thank you!

Thank you to everyone for the great retirement party for Terry Austin. I know she was thrilled by it.

I appreciate all the time and energy that people put into the event.

MULSA is a wonderful organization!

Thanks,

Abbie Brown
brownab@missouri.edu

From: Feldkamp, Ruth E
Sent: Wednesday, January 23, 2013 9:20 AM
To: Geerlings, Karla L.; Batterson, Jack A.; Brekhus, Rachel L.; Brown, Abbie; Fisher, Delores A.; Green, Tammy; Eldridge, Jerri R.; Eubanks, Karen K.; Morse, Leona R.; Nelson, Ashley; Riley,

Ann C.; Barnes, Susan J.

Subject: Christmas Tree Woes

Hi all,

I was talking to Karla a little bit ago about when we were going to take the Christmas tree down.

My concern is that the majority of the lights on the tree have gone out and nothing I have done has been able to get a single bulb back on, let alone make any significant improvement in them.

Does anyone else want to take a stab at replacing bulbs/fiddling with it before it is taken down for the year?

Also, if the lights can't be fixed (for whatever reason), do we want to replace the tree before next year?

Thoughts?

Thanks,

Ruth

From: Morse, Leona R.

Sent: Wednesday, February 06, 2013 12:47 PM

To: Barnes, Susan J.; Batterson, Jack A.; Brekhus, Rachel L.; Brown, Abbie; Eldridge, Jerri R.; Eubanks, Karen K.; Feldkamp, Ruth E; Fisher, Delores A.; Geerlings, Karla L.; Green, Tammy; Morse, Leona R.; Nelson, Ashley; Riley, Ann C.

Subject: 6' ft Pre Lit Sierra Fir Artificial Christmas Tree 360D White LED Lights Xmas | eBay

How about this one? I had to email the manufacturer to find out the width of the bottom, they said "the bottom girth of this type tree is approximately 30". Total cost \$46.84.

<http://www.ebay.com/itm/200876409973?ssPageName=STRK:MEWAX:IT&trksid=p3984.m1423.l2649>

Ruth, Rachel, Delores, Sue, Tammy, and Ann all agreed on the tree. No objections.

Email thanks to Ruthe and Jack for helping dispose of the old Christmas tree.

Email discussion with Kate offering the Vet Library as the location for the MULSA branch library open house. Everyone agreed that this was a good idea. There was a discussion on how the campus busses may not be running over Spring Break, but that there is accessible parking for carpooling. Possible idea about asking admin if they can

“provide buses and shuttles for those who need them to travel the 0.7 miles to the Vet Med library.”