

**MISSOURI UNIVERSITY LIBRARIES STAFF ASSOCIATION**  
**ANNUAL MEETING May 12, 1999**

The annual meeting was called to order by Vice President Carol Romano who began the meeting with a discussion of the three special ballot items. The first ballot item on the agenda was the Ralph Parker award (a typo was discovered in the ballot wording—the Library School awards \$1500 to the chosen candidate, not \$500). A floor discussion followed trying to decide whether or not MULSA might make better use of its contribution (\$100), since we have very little contact with the Library School anymore.

The second special ballot item centered on serving alcohol at special events sponsored by MULSA. A floor discussion followed where some concern was expressed about our liability at these events—especially in regard to serving alcohol at the annual picnic.

The third special ballot item proposed that library volunteers be responsible for keeping the area surrounding Ellis Library clean and free of litter. This would be done once a month. A floor discussion followed. A consensus was unable to be reached, so it was decided that if the majority vote on this item were a “Yes”, more research would follow. If the vote was “no”, there would be no need for further discussion.

An introduction of the candidates was made. The election of officers and voting on the ballot issues followed.

The next issue on the agenda was the reading of the minutes from the past year. At first, the wrong minutes were read (those for 1997), which confused everyone for a minute, but then the correct minutes were found and read (those for 1998), much to everyone’s relief. These minutes were approved without any corrections or additions.

*Reports were presented as follows:*

**Book Sale Report:** Read by President Karen Eubanks. Troy Gordon and Ruthe Morse were not present. (Please see the attached report for the complete annual Book Sale Report).

**Treasurer’s Report:** Ruthe Morse not present. The report will be published in the next Muse edition. (Please see the attached financial statement).

**Courtesy Report:** Sue Barnes (Please see the attached Courtesy Report).

**Staff Lounge Report:** Chantana Charoenparitkul/Mary Hainen (Please see the attached Staff Lounge Report for complete details).

**Social Report:** Nicole Brown Mike Cook was not present. (Please see the attached Social Report).

**MUSE Report:** Tammy Green/Judith Alkhas (Please see the attached annual report for the MUSE).

OLD BUSINESS: None

#### NEW BUSINESS

The issue of revamping some awards was introduced. Concerns had been expressed regarding the criteria for the Super Star award and whether these criteria should be changed. There is also confusion about who is (or should be) eligible for the Staff Recognition Award (namely, are librarians eligible; do they want to be; or should they be?). A floor discussion followed. Any decisions regarding the Staff Recognition award were tabled when it was decided to wait until Judy Pallardy has had time to talk to librarians about this issue. A vote was taken on the criteria for the Super Star award. A majority voted to keep the criteria as it is.

The use of the Can Do Crew for the Book Sale was discussed. There were some suggestions about the possibility of enlisting the help of fraternities or sororities to help in moving items for our book sale. A floor discussion followed. It was determined that in the past, we have not had any luck using volunteer help, so we will continue to use the Can Do Crew for our Book Sale, unless we can find another group to hire.

#### RESULTS OF THE ELECTION:

Vice President: There was a tie between Nicole Brown and Troy Gordon (this matter will be resolved somehow).

Secretary: Mary Batterson

Treasurer: Jacinda Johnson

Staff Lounge: Mary Beach and Kate Rubbelke

Book Fair: Ruthe Morse

Courtesy: Pat Holmes

MUSE: Nicole Brown and Michaelle Dorsey

Social: Karen Eubanks and Colleen Smith

#### Issues:

A. The Ralph Parker award was voted down.

B. Alcohol at MULSA sponsored parties was voted down.

C. Participating in a clean up of the grounds surrounding Ellis Library was voted down.

The New board will meet June 16.

The meeting was adjourned at 10:15 A.M.

Respectfully submitted,



Mary Hainen (sitting in for Troy Gordon who was out doing good works)

MULSA  
Vice President's  
Annual Report

Superstar Awards

October: Dawn Eisner, Robert Almony  
January: Myra Kelly  
April: Greg Wilkening, Tom Grubbels, Tracy Bish

MULSA Conference

While there was great response to a call for volunteers, this idea has been tabled until next year. A Committee was formed and some feelers were sent out to potential presenters. Many great ideas were discussed and the Committee got a feeling for the time and effort this project will take.

The conference was tabled because there was a Missouri Library Association Support Staff/Paraprofessional Conference this Spring. I spoke with the Chair of the SSPP Council at that Conference and a possibility of co-presenting a conference was discussed.

Contributions to the Blue Bird Closet

I saw a note on the Library Support Staff Listserv (LIBSUP-L) about a K-5 school in rural Missouri that needed contributions to a service they provided for children in need. The group is the Parent Teacher Club of Cole Camp Elementary School. The service is called the blue Bird Closet. The object is to give items to needy children through the school without the embarrassment of outright charity. Many boxes were sent through the mail and one box was hand delivered by Troy Gordon. Thank you notes for all boxes were received and displayed on the TRSS Bulletin Board.

Temporary Secretary to MULSA

I took over secretarial duties for Tracy Wirths during her maternity leave. I found a new appreciation for that position. When it was announced that Tracy was leaving, Troy Gordon graciously took on her responsibilities.

Investigating Tai Chi Stress Reduction Workshop

I spent considerable time contacting Rebecca Smith to make arrangements for a two week, four session Tai Chi for Stress Reduction Workshop. Unfortunately, illness on my part and pressing family duties on her part has, so far, put the scheduling for this event off into the Summer.

As an aside, Martha Alexander has shown great interest in MU Libraries Staff wellness. I spoke with her at length about the proposed Tai Chi sessions and about other possibilities for MULSA organized staff exercise

Change in Superstar Award

I discovered that the Dickinson Movie coupons MULSA had given in the past were no longer valid because there are no Dickinson Theaters in Columbia. I also discovered that the coupons available at the Forum 8 Theater were in \$5 and \$10 books. I brought this to the attention of the MULSA Executive Board and proposed to increase the coupon amount to \$15. The motion passed unanimously.

Respectfully submitted,

Carol Romano, MULSA Vice President/President Elect



# MISSOURI UNIVERSITY LIBRARY STAFF ASSOCIATION

**1949 to 1999: Fifty years representing the libraries' staff.**

## **Book Sale Report**

The Friends of the MU Libraries and State Historical Society of Missouri Library's Book Sale was held October 8-10, 1998. All the leftover books are finally gone, and final figures on the sale are now available. The sale grossed \$14,443.12, a new record. Total expenses for the sale were \$2,049.41, far lower than the \$3,287.98 from 1996, leaving a net profit of \$12,393.71 to be divided equally between the Friends and MULSA. The success of the sale is due largely to the work of the staff of MU Libraries and the State Historical Society of Missouri Library, and to the volunteer efforts of the Friends.

Special thanks are due to Judith Alkhas, who designed the art for the book sale publicity. Thanks are also due to staff who stayed late to remove the leftover books and to those who brought food and treats for the workers throughout the sale.

The sale had over 400 boxes of books, including large numbers of paperbacks and romance novels. At the conclusion of the sale, Nancy's Trade-A-Book was given 16 boxes of paperbacks in exchange for hauling them away. Columbia Independent School was given their choice of any books they wanted for their newly forming library, with them eventually taking 16 boxes of books, including some which were taken after the leftover books were returned to Ellis Library.

Most of the sale went very smoothly, with only minor problems, thanks to the experience of two of the coordinators, Mike Cook and Ruthe Morse. At the close of the book sale however, the MU International Studies Program people did not show up to take the leftover books despite their repeated commitments that they would be there. Fortunately, a contingency plan was in place to transfer the books back to Ellis Library with the library vans in an emergency, and this was carried out. After Columbia Independent School finished going through the boxes, the Moberly Sheltered Workshop agreed to take the remainder of the books to remove the covers and recycle the paper.

Some suggestions for the next sale include:

- Publicize better that prices are double on Thursday. Perhaps advertise books are ½ price on Saturday.
- Arrange newspaper ads at least 2 weeks before the ads will appear. Deadlines for Sunday papers are very early the week before the sale.
- Consider an art contest 6 months before the sale. Offer a monetary award (plus the publicity) to the best art representing the theme for the fliers and posters. Have artwork for sale finalized 2 months in advance. Have posters ready 1 month in advance.

- Plan the paycheck stub for the period where all checks are paid, not just the every two weeks paychecks. Pick the date of the sale accordingly.
- For whomever agrees to take leftover books in the future, have the coordinator come to the book sale on Friday to discuss logistics providing a day's warning if they do not show at that time. This allows a chance to contact them that day if there is some type of problem. Make sure they are aware of the scope of the project. Get a commitment in writing (even if it is on e-mail). Consider sharing the load among several groups, each making an individual commitment. Be certain the people who will actually do the work have made a commitment, not just a coordinator who will not be present on Saturday. Strongly consider the Moberly sheltered Workshop for the next sale, although this would mean books would need to be removed from the Hearn Center and taken back to Ellis Library.
- Explore renting a truck and getting a fraternity(s) and/or sorority(s) to move the books to and from the sale as a service project rather than using campus movers.
- Do not allow dealers to volunteer to sort books before sale starts on Friday. If one slips in, have them sort magazines.
- Have a laptop with modem at the sale to allow library staff and Missouri State Historical Society staff the opportunity to dial in and check library holdings of materials that are potential additions to collections.
- Pursue accepting credit cards and student charges at the sale. This would have to be arranged at least 6 month in advance, and may require having a separate phone line.
- Sort all "Collector's Table" books into boxes and store the boxes in a location where they can be retrieved prior to moving them. Retrieve these boxes and price the books with colored streamers for the various price categories from 1 month to two weeks prior to the sale. Alternatively, price these books before they are packed in boxes.
- Have a "restock" box at the cashier's table for books people decide not to take so they don't get placed randomly in the wrong places. Give all dealers Thursday night "restock" boxes as well, and have two people assigned to continually empty these boxes and resort the books onto the tables. Ask dealers to sort their piles as quickly as possible and fill the "restock" boxes so books they don't want can be made available to others.
- Don't put science books at the back of the sale area. They are heavy to move as tables are compacted, and a smaller proportion of these books are sold. Social sciences and humanities sell well, and are better candidates for the rear of the sale area.
- Using the three alcoves (vomitoriums) works well. Keep the same order:
  1. Silent Auction

2. Magazines (plus overflow onto main floor)
3. Records & Children's

- Have a category "General Fiction" in addition to Humanities. This should be for popular novels, and especially paperbacks.
- Discard all weekly news magazines as they are received and do not put them in the sale (Time, Newsweek, U.S. News & World Report). Discard any scientific or medical journals more than 5 years old and less than 25 years old.
- Have a "Special Magazine" category for National Geographic, Audubon, Natural History, Architectural Digest, Horizons, American Heritage, National Wildlife, Smithsonian, Playboy, etc., and place them on tables separate from the other magazines. Consider pricing them for less than \$1.00.
- Place Collectors Tables on the right wall and center isle, across from the silent Auction Table, so the person at the Auction table can monitor the Collectors Table so bands are not deliberately removed.
- Possible order for next year (depending on amount of space each category would use) as you face the cashiers' tables from the book area:

Left wall: Reference, Magazines (adjacent to second entry), General Fiction

Center: Foreign Languages, Religion & Philosophy, Collectors, Social Sciences

Right wall: How to, Science, Collectors, Humanities

- Plan the staffing so there are extra people available from 12:00 to 1:00 for people to have lunch.
- Establish a firm policy of how much staff working the sale pays for items. Suggested: Charge staff ½ the price in effect at the time books are removed from the tables, and books are free on Saturday.
- Cordon off the area in front of the cashiers' tables early to prevent unauthorized people from wandering through the sale before it opens each morning. Ask for the blue ropes and stands from Hearn's facilities before the sale starts.
- At a future time (perhaps in conjunction with a price increase), consider including the sales tax in the price listed. It will be necessary to discount book dealers with a tax-exempt letter the amount that would have gone to sales tax.
- Possible theme for the 2000 Book Sale: "Books for the Millennium."



MU LIBRARIES STAFF ASSOCIATION  
TREASURER'S REPORT for March

4/1/99

Previous Balance \$954.06

Expenses incurred:

Administrative (MUSE & copies)	\$0.00
Courtesy (Flowers & Cards)	\$0.00
Gifts	\$20.00
Social Events	\$0.00
Staff Room	\$10.22
Misc.	\$0.00
Total Expenses	\$30.22

Minus Expenses/Balance \$923.84

Income Collected:

Dues	\$31.00
Interest	\$1.67
Other Income	\$17.50
Total Income	\$50.17

Plus Income/Current Balance \$974.01

Savings Account	\$25.27
Plus Interest .	.05
Total Savings	\$25.32

Submitted by:  
Leona Ruth Morse



Treasurer, 1998/99

# 1998/99 TREASURY REPORT submitted by Ruthe Morse

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Beginning Balance	2695.55	2106.42	2396.92	2212.83	1709.96	1491.38	1246.06	901.11	411.06	454.06	474.01		2695.55
<b>Expenses:</b>													
Administrative (MUSE & copies)	10.27	0	77.00	0	99.05	8.13	8.56	60.18	7.06	0	0	0	270.25
Courtesy (flowers & cards)	10.03	7.00	14.76	72.50	9.40	20.00	0	30.98	0	0	28.89	0	193.56
Gifts	60.00	0	80.00	30.00	15.00	0	0	50.00	60.00	20.00	0	0	315.00
Social Events	413.14	0	0	0	69.78	240.29	149.62	111.61	125.94	0	0	0	1110.38
Staff Room	28.38	117.66	0	0	54.00	0	37.43	6.85	0	10.22	0	0	254.54
Misc.	72.00	0	14.48	534.36	78.92	5.00	319.67	230.43	0	0	260.00	0	1514.36
Total	593.82	124.66	186.24	636.86	326.15	273.42	515.28	490.05	193.00	30.22	288.89		3658.59

<b>Income:</b>													
Dues	0	385.00	0	125.00	32.00	27.00	41.00	0	5.00	31.00	0	0	646.00
Interest	4.69	3.66	2.15	1.99	1.57	1.10	1.83	0	0	1.67	1.66	0	20.32
Cook books	0	10.50	0	7.00	0	0	3.50	0	4.00	1.50	0	0	26.50
Calendars	0	0	0	0	74.00	0	0	0	34.00	0	0	0	108.00
Tote bags	0	5.00	0	0	0	0	0	0	0	0	0	0	5.00
Human-i-tees	0	0	0	0	0	0	28.00	0	193.00	16.00	0	0	237.00
Donations	0	11.00	0	0	0	0	0	0	0	0	0	0	11.00
Thanksgiving	0	0	0	0	0	0	96.00	0	0	0	0	0	96.00
Total	4.69	415.16	2.15	133.99	107.57	28.10	170.33	0	236.00	50.17	1.66		1149.82

Ending Balance

2106.42	2396.92	2212.83	1709.96	1491.38	1246.06	901.11	411.06	454.06	474.01	186.78			
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Savings Account

			25.00	25.02	25.07	25.12	25.17	25.22	25.27	25.32			
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Petty Cash beginning with \$8.84

8.12	28.12	28.12	21.72	21.72	15.00	15.00	14.16	14.16	14.16	14.16			
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MU Libraries Staff Association  
Courtesy Chairperson  
Annual Report  
June 1, 1998-May 31, 1999

During the 1998-1999 year, the Staff Association sent:

- 6 Memorial Donations
- 14 Sympathy Cards
- 7 Get Well Cards
- 3 Wedding Congratulations Cards
- 3 Retirement Cards
- 6 Farewell Cards

Also, purchased and presented were:

- 4 Flower Arrangements
- 5 Gift Certificates
- 1 Stuffed Tiger (Farewell gift)
- 1 Donation for the purchase of trees (Retirement gift)

Flowers were purchased from Allen's Florist's.

Respectfully submitted,



Sue Barnes  
Courtesy Chair  
1998-1999

## **JUNE 1998/MAY 1999 MULSA COURTESY LIST**

### **May 1998**

Jim Dunn – Get Well card

Dean Schmidt – Get Well card

### **JUNE 1998**

6/10 Rhonda Whithaus – Sympathy card & Memorial donation sent to LeBonheur Children's Hospital of Memphis, TN in memory of Rhonda's father, Mr. Jackie Veteto.

6/23 Duane Bittle – Wedding card

6/23 Michael Muchow – Sympathy card & Memorial donation sent to the American Cancer Society in memory of Mike's father, Mr. David Muchow.

### **JULY 1998**

7/13 Esther (Durk) Fetterhoff – Wedding card on marriage to Garry Fetterhoff.

7/31 Jack Montgomery – Farewell card

### **AUGUST 1998**

8/7 Becky Goodloe – Farewell card

8/17 Bette Stuart – Get Well card

8/21 Karla Geerlings – Get Well card & bud vase arrangement (surgery, hospital stay)

8/21 Peter & John Schmidt – Sympathy card & donation to the Dean Schmidt Memorial Fund in memory of their father, Dean Schmidt.

8/24 Josephine Johnson – Retirement card & \$50.00 mall gift certificate.

### **SEPTEMBER 1998**

9/8 Vic Myers & Nancy Turner Myers – Sympathy card & donation to Sacred Heart of Florissant Elementary School Library Fund in memory of Nancy's father, Mr. Harold J. Turner.

9/14 Melissa Megas – Sympathy card (death of her Mother).

9/28 Jane Addison – Retirement card & \$15.00 donation given for the purchase of trees (by HSL).

9/28 Sally Schilling – Retirement card & \$40.00 mall gift certificate

### **OCTOBER 1998**

10/16 Colleen Smith – Flowers on birth of baby girl, Brittiny Rose.

10/20 Rachel Greeley – Farewell card

10/20 Rhonda Glaser – Farewell card & stuffed Tiger toy

### **NOVEMBER 1998**

11/12 Trenton Boyd – Sympathy card (death of his Mother).

11/24 Kent Edwards – Sympathy card (death of his Father).

11/24 Alice Edwards – Sympathy card (death of her Husband).

### **DECEMBER 1998**

12/10 Tracy Wirths – Flowers on birth of baby girl, Lauren Nichol.

### **JANUARY 1999**

1/13 Judy Pallardy--\$25.00 Cherry Street Wine Cellar gift certificate on marriage to Richard Maseles.

1/15 Robin Kespohl—Farewell card & \$30.00 Dillard's gift certificate.

### **FEBRUARY 1999**

2/15 Linda Lyle – Sympathy card and (\$30.00) Donation to American Cancer Society (death of brother, John Ray Lyle).

2/19 Family of Maggie Jacobs (former HSL employee) Sympathy card

2/23 Delores Fisher – Sympathy card and (\$30.00) Donation to American Legion Post 152, Ashland, MO (death of her father-in-law, Thomas Dysart Fisher).

### **MARCH 1999**

3 /4 Carol Green – Get Well Card – Hopital Stay

3 /4 Carol Vaughan – Get Well Card & Bud Vase Arrangement – Hospital Stay

3 /8 Tracy Wirths -- Farewell Card & \$20.00 Walmart gift certificates

3/16 Jim Dunn – Get Well Card (surgery & hospital stay)

3/31 Virginia Jones – Sympathy card on death of brother-in-law, Vern Wallermans.

### **APRIL 1999**

4/6 Cynthia Foht – Sympathy Card on the death of her grandfather.

4/30 Stephen Stanton – Sympathy Card on the death of his father-in-law.

## **STAFF LOUNGE REPORT**

BEGINNING BALANCE:	\$ 5.27
RECYCLING:	<u>+ \$76.95</u>
SUB TOTAL:	\$82.22
SUPPLIES:	- 80.53
TOTAL ENDING BALANCE:	<u>\$ 1.69</u>
REFUNDED: (for the candy and soda machine malfunctions)	\$40.80

During our term, we bought a new microwave (Mike Cook generously donated one of his, but using it continuously led to its demise, and we were forced to retire it and put it out to pasture to be w/all the other no longer wanted or needed appliances)...

We also purchased a new water filtering devise, and a new can opener. Somehow, through the powers that be, we also received a new candy machine (the single most complained about item in the staff room---next to the soda machine) and a new soda machine---the jury is still out as to whether these are employee friendly or not. We try, but Jesse Hall controls the shots.

We had a good time cleaning up after everyone (it really wasn't too bad---most people are very considerate and pretty much clean up after themselves).....

Respectfully submitted by:  
Mary Hainen/Chantana Charoenpanitkul

May 12, 1999



## SOCIAL REPORT

JUNE= The annual picnic with it's funky Las Vegas theme  
Included game tables that were keen.  
Sutton Place BBQ provided terrific stuff to eat  
And the auction at the end of the night provided things for folks to keep.

SEPT= Mike and Nicole decided that 4 months of parties was way too much  
So they canceled the Welcoming Tea (thanks a bunch)  
Too much party too little time,  
In this year of '99

OCT= The decorations were spooky...  
The invitations were kooky...  
And the green skull floating in the red punch was down right ookey!  
(OH! And I almost forgot RG2,  
The farewell tea that really ruled.)

NOV= Thanksgiving was upon us before we could think,  
And the turkey and stuffing gone before we could blink.  
Polhman's (sp?) prepared the bird and delivered it in the nick of time,  
While various staff members made the trimmings so fine.

DEC= Christmas is here!  
Decorations are dear!  
Santa Clause got younger...  
And no alcohol was available this year.

FEB= Pink and Red hearts  
And Cupids abound  
A Valentines party for everyone around.  
With cookies and cakes  
And a love punch too  
It's enough to make anyone drool.

MAY= The last of the parties  
Done up just right,  
Was not really a party,  
Not even held at night.  
It was the Annual Meeting,  
In which Nicole did find  
She was about to lose her mind.

Now all is done  
And Mike and Nicole were so glad you could come.  
But they'd like to say  
Again?  
NO WAY!

~FIN~

**1998-1999**

**MUSE  
ANNUAL REPORT**

Editors: Judith Alkhas  
Tammy Green

We, the editors, would like to thank all of those who sent us contributions for the 1998-1999 publication of the MUSE. It was a very exciting and enjoyable year.

There were four issues published:

- v.45 #1 Spring/Summer 1998 (last issue of previous editors: James Keyzer-Andre and Tammy Green)
- v.45 #2 Summer 1998 (July/August)
- v.45 #3 Fall/October 1998
- v.45 #4 Jan 1999

Due to time and financial constraints, v.45 #5 was not published.

**Changes:**

We discovered that Quick Copy at Brady Commons was financially a better choice for photocopying services. It was cheaper at \$ .03 per copy, did an excellent job and was very prompt.

**Accomplishments:**

Special thanks to Linda Lyle for providing us with back issues of the MUSE. We were able to replace several missing and torn issues in the MUSE archives. Also, Troy Gordon, from Special Collections, was able to update their collection of the MUSE.