

MULSA Meeting

November 8, 2012 at 2:00

Present: Sue Barnes, Jack Batterson, Rachel Brekhus, Karen Eubanks, Karla Geerlings, Tammy Green, Ruthe Morse, Ashley Nelson

Absent: Abbie Brown, Jerri Eldridge, Ruth Feldkamp, Delores Fisher, Ann Riley

Minutes passed

- Minutes from the October MULSA meeting passed unanimously. (Tammy moved and Karla seconded.)

Thanksgiving

- Karla called Jack's and requested the same amount of food as last year, except for less gravy.
- Tammy has sent out the Thanksgiving flyer, and will send out another one on Friday and early next week as a reminder.
 - Rachel suggested sending the announcement as an Outlook invitation, and Tammy will talk to Mark Ellis about how to send those out to the entire staff, possibly by departments.
 - Update: Outlook invitation was sent to all staff 11-9-12. It read:

Thursday, November 15, 2012 11:30 AM-1:30 PM.
Ellis Library Staff Lounge

You are invited to MULSA'S ANNUAL THANKSGIVING
FEAST
Date: November 15th
Time: 11:30 to 1:30
Place: Ellis Library's Staff Lounge

Bring a favorite side dish or dessert to share. Bring your own plate and utensils. (If you forget, not to worry; MULSA will provide.) The main entrée (turkey, mashed potatoes with gravy, & green beans) plus drinks will be provided by MULSA.

It is \$5.00 per guest. Please send money to Jack Batterson, MULSA Treasurer, 52 Ellis Library.

****Watch for upcoming announcements concerning our annual food drive and the adopt-a-family project.****

- Felicity brought a vegetarian alternative to turkey last year and was reimbursed by MULSA. Rachel will coordinate with Felicity this year.
- There will be coffee, iced tea, and water. Karla will bring in her thermos to use.
- Ruth will work on recruiting people to set up and take down, and Tammy will coordinate with Ruth.
- Usually one big serving table is borrowed from security. Tammy will contact security to alert them to the party as well as request a big table and possibly small tables.
 - Update: email sent 11-8-12 by Tammy to security and MULSA board.

Yep! It's that time of year & MULSA would like to ask the following:

1. Could we borrow a big table & two smaller tables for the Turkey feast on Nov 15th?

2. The Holiday party is scheduled for Dec 14th. We would like to have it from 4 – 6 PM. Could we do this & have a security person stay that long?

- Charge for guests
 - The current charge is \$5, but MULSA's cost-per-plate to Jack's is over \$5.
 - Jack followed up via email, and reported:

Thanksgiving dinner cost per person:

Dec. 2010 Treasurer report:

We were charged for 115 meals at \$6.15 each for a total of \$707.25. There was a \$30 delivery fee for a total of \$737.25.

Dec. 2011

#1331 MULSA paid \$6.40 per person for 115 people.

- It was unanimously agreed that the cost for guests will be \$5 for this year and \$6 starting next year.
 - Update. Rachel sent email to mulibstaff-1 on 11-9-12.

Colleagues,

Please note that the \$5 charge for guests at the Thanksgiving feasts refers only to *your* guests, that is, attendees who are nonmembers of MULSA. All MU Libraries employees are MULSA members by default.

The event is FREE for all recipients of this email, unless you have officially opted out of MULSA – no change from our practice for years now- but I have been asked by a few people, who found the wording in the Outlook invitation confusing on this score, so I thought I'd let everyone know.

- Karen suggested the possibility of trying to get a headcount (for the first time) of people at the Thanksgiving party.
- As usual, about a 20-person boxed meal is sent over to HSL for those who are unable to attend.
- There is food usually left over, with the exception of bread. Turkey ran out one year. We always get more turkey than Jack's would provide for our headcount.
- It was estimated that MULSA currently provides a 110/120 person headcount to Jack's.

Halloween

- Costume results will soon be published.

- Tammy spent \$41.95 on her part for the Halloween party and does not know what Ruth spent.

Food Drive

- Sue has arranged for the News Notes announcement.
- This year, the competition will be for individuals, not for departments. The winner will receive a \$25 certificate to the bookstore, and the winner will be announced Dec 14th at the holiday party. They will not have to be present to win.
- 1 ticket per food item and 2 tickets per \$1 donation (a dollar can go further).
 - If people write a check to the Food Bank or Second Chance directly, then it will be tax deductible for them.
 - Checks and cash shouldn't be left in the collection barrels.
 - Rachel volunteered to watch a collection barrel in the reference area.
- Sue will be on vacation for part of the collection time (Nov. 21-28th), but she has organized back-ups (Kathy Peters & Colleen Smith) for the time she is gone to collect items and dispense the raffle tickets.
- The Food Bank tub and Second Chance box will be in Sue's work area in the Acquisitions Dept. There will not be multiple tubs, only the one in Technical Services.
- Duane can pick up donations from the branches.
- Because this year's completion is not based on weight, there will be no need to weigh the donations.

Holliday Party

- December 14th from 4pm - 6pm.

Follow-up to the Investment Options Discussion from Last Meeting

- Discussion of how much MULSA needs in liquid assets
 - Estimated approximately \$2,000 (\$1,200 for celebration of service, \$800 for Thanksgiving, Holliday party).
 - MULSA currently has approximately \$2,500 in checking (\$2,275.00).
 - Other expenses will be staffroom, prizes, and adopted families.
 - MULSA has 2 more years before another CD is due.
 - Discussion on the amount (\$1,000-\$2,000) to put into a CD (1/2 year or full year).
 - Jack proposed to put \$1,500 into a 1 year CD.
 - Sue seconded, and it was unanimously passed.
 - The CD will be at the Tigers Credit Union because Jack reports they have the best rates in Columbia.

Spotlight Awards:

- Karen reported the Spotlight winners:
 - June = Jack Batterson
 - July = Stara Herron
 - August = Ashley Nelson
 - September = Michaelle Dorsey
 - October = Carol Turner
 - November = Dorothy Carner
- People's spotlight profiles in the Muse have been delayed. Profiles are not being published in the month that they win.
- Karla will shortly get gifts/snack to the past winners.

Cookbooks:

- Karla will put MULSA cookbooks in the display case to sell.
- From email 11-9-12 to MULSA board from Karla:

Tammy and I have created a display in the case facing the double elevator on the ground floor. It will soon advertise our cookbooks at \$5 each, asking those who want to purchase to contact me in the Catalog Dept. or to speak to any MULSA Board member.

We have about 30 of the blue ones, published ca. 1986 and over 50 of the "Favorite recipes Vol. Iv" published in 1997.

Adopted Family:

- Ruthe introduced this year's adopted family.
 - 4 kids (3,5,6,8) and 4 adults (19, 20,27,47).
 - Ruthe has sent a list to Mike for the webpage, and an announcement will be in News Notes next week.
 - This year, they do not want the gifts to be wrapped, so we will be sure to donate wrapping paper.

Boxes:

- Tammy is happy to take extra boxes of all sizes (including copy paper boxes) and to give boxes to those who need them.

MULSA pamphlet:

- Karla asked everyone to search for an electronic version of a MULSA pamphlet that was updated and does not include the old fee structure.
- Karla and Rachel will update/tweak the pamphlet and will send it out to the board for approval. (Update: Sent out 11-9-12 to board to review and comment on.)
- This pamphlet would be given to new employees and prospective new hires at their interviews.
 - Tammy talks to interviewees, and it would be nice for her to have something to refer to and/or give out.

MULSA internal audit:

- Karla will follow up on asking the second person (in addition to Kathy Peters) to volunteer for the internal audit.

Treasurer's Report:

- Jack pointed out a “correction to the October report: The total balance at the Credit Union in October was \$144.79 in savings and \$75 in checking” (from the treasurer’s report). So MULSA had approximately \$200 instead of approximately \$100 in this account last month. This was corrected in the October minutes.

MULSA Meeting
 Meeting on: Nov 1, 2012
 Treasurer's Report submitted: Nov. 1, 2012

TCU Checking balance:	\$2,275.00 (11-1-2012)
TCU Savings account	\$4,216.30 (11-1-2012)
CD #1:	\$0.00 (11-1-2012)
TCU CD#2:	\$2,522.17 (11-1-2012)
<u>New Covenant Balanced Income Fund:</u>	<u>\$13,793.68 (10-26-2012)</u>
Total balance:	\$22,807.15 (11-1-2012)

Income:

10-4-12 CD dividend	\$7.29
10-9-12 Book sale	\$290.92
10-10-12 BetterWorld books check	\$119.79
Total income.....	\$418.00

Expenses:

#0500 Ruthe Morse for Staff Lounge (2 receipts)	\$34.08
#0501 Ruth Feldkamp for Halloween party (2 receipts)	\$38.37
Total expenses	\$72.45

Bold check numbers are checks that have not been cashed.

Certificate of Deposit with Tiger Credit Union

Issue Date	04/04/12
Term:	2-year
Principal Amount:	\$2,514.88
Maturity Date:	04/03/2014
Rate :	1.16%

New Covenant Fund (Balanced Income fund- Ncbix) as of Oct. 26, 2012:

Number of shares = 703.759 (Recent dividend bought 2.232 shares)
 Price per share = \$19.60
 Value= \$13,793.68

Notes:

The stock market was closed On Monday and Tuesday of this week (Oct. 29-30) due to flooding from Hurricane Sandy, so the mutual fund balance was from last Friday, Oct. 26.

Jack withdrew \$6,271.51 (checking: \$1,137.43. savings: \$5,134.08) from Commerce Bank on Monday, Oct. 29, 2012 and deposited it at Tiger Credit Union on Oct. 31, 2012.

Since it was a large deposit, most of that money will not be available to us for five days. Only \$275 from checking is available as of 8:00 am, Nov. 1. Tiger Credit Union did this for our own protection in case that check from Commerce turns out to be a bad check.

Commerce Bank manager told me several weeks ago that there was no charge to close the account at Commerce, and I was surprised when the clerk told me that there was a \$5 charge for the Cashier's check. The manager was there and she recognized me. Therefore, she waived that \$5 fee for the Cashier's check. Commerce Bank did not have enough cash on hand to pay me in cash.

The credit union balance in this report does not include the \$290.92 MULSA received from the book sale. Jack needs to deposit that check later this week.

Jack forgot to include the Better World check as income in the October report. I am counting it as income for this month. That \$119.79 check was deposited into the savings account on Oct. 10, 2012.

Another correction to the October report: The total balance at the Credit Union in October was \$144.79 in savings and \$75 in checking.

Jack got a new debit/credit card from Tiger Credit Union and Sandy updated MULSA's Amazon's account with that new card number. The account now has the Tiger Credit union account information for all future direct deposits. I have contacted Ellen/Sam and asked them to cut the Commerce debit card that is in the Administration office safe.

#0500. Sams Club - Bounty White paper towels (\$18.98), and Dixie napkins (\$11.88); Dollar Tree - scrub fiber pads, spac span, and dish liquid (\$1.00 each)

#501. HyVee - Canada dry ginger ale (2) \$2.78 each, dry ice (14.12 pounds) \$13.98, Hawaiian punch (\$2.38, and Nestle fudgy brownie \$3.19); Wal-mart - cookie dough \$2.50, mix fruit \$5.97, and Red grape (2.67 pounds) \$4.76.

Jack Batterson - Nov 1, 2012

MULSA Courtesy Report

October 2012

16 Birthday cards sent

Respectfully submitted,

Delores Fisher

Courtesy Chair