

2012 MULSA Annual Meeting Minutes

May 17, 2012 at 9:30 AM

34 Attendees

1. Welcome & Introductions of Current Board members (KG)
 - a. President – Karla Geerlings
 - b. Vice-President/President Elect – Rachel Brekhus
 - c. Treasurer – Jack Batterson
 - d. Social Chairs – Ruthe Morse & Ruth Feldkamp
 - e. Staff Room Chair – Adrienne Arden
 - f. Courtesy Chair – Delores Fisher
 - g. Muse Co-Editors – Darryl Schmick & Abbie Brown
 - h. Community Service Chairs – Steve Clayton & Karen Marshall
 - i. Book Sale Co-Chairs – Kris Anstine & Jerri Eldridge
 - j. Secretary – Tammy Green
2. Distribution of Ballots for Officers and Constitution Changes
 - a. Opened floor for nominations – Two members volunteered themselves: Ann Riley for MUSE Co-Editor & Karen Eubanks for Book Sale Co-Chair
 - b. Presentation of the Constitutional changes

Proposition 1

Eliminate the reference to Western Historical Manuscripts as a separate entity in Article III, Section 1 of the MULSA Constitution

Explanation: This proposal is meant to bring the Constitution wording into conformity with the absorption of the Western Historical Manuscripts Collection into the State Historical Society of Missouri. It does not represent a change in MULSA's membership policy.

That section would then read:

ARTICLE III, SECTION 1. Membership shall be voluntary. All employees of the MU Libraries will be included as members upon appointment and will remain members until and unless they notify the MULSA Secretary that they no longer wish to be considered members.

Membership is also open to individuals of the following groups upon request by the individual to the MULSA Secretary:

- Students and employees of the MU School of Information Science and Learning Technologies
- Student employees of the MU Libraries
- Employees of the Library of the State Historical Society of Missouri
- Employees of the MU Law Library
- Employees of the Library Systems Office
- Retirees from the MU Libraries

Proposition 2

Strike the following sentence from the Constitution:

Article V, Section 1: Only MULSA members who are full-time employees of the MU Libraries are eligible for any executive board position.

That section would then read:

An annual meeting shall be held each May to elect new officers and present annual reports. Additional meetings of the membership of the Association shall be called at the discretion of the Executive Board or upon presentation to the President of the Board of a petition signed by 10% of the MU Libraries Staff Association membership requesting a special meeting.

Explanation:

There is no reason that people who take the initiative to be opt-in members should be ineligible for Board positions.

- c. Floor opened for discussion
3. Annual Reports (Attached to the end of the minutes)
- a. Year in review (KG)
 - b. Secretary's report (TG)
 - c. Vice-President's report (RB)
 - d. Treasurer's report (JB)
 - e. Book Sale report (JE)
 - f. Staff Lounge report (AA)

- g. Community Service report (SC)
- h. MUSE report (DS)
- i. Courtesy report (TG)
- j. Social report (RM)

4. Presentation of Proposal to Partially Remodel the Ellis Staff Lounge:

As you know, for a few years MULSA has been responsible for providing food for Libraries events that are for staff only. In addition to being the place to go for breaks and lunches, the Ellis Staff Lounge is the staging and food preparation area for events and is also a storage area for food service items. The one short counter, three available cabinets and storage closet currently in use in the Lounge are inadequate for our needs.

The proposal is for the MU Libraries Staff Association to spend \$2,264.96 to add seven base cabinets, with necessary hardware and counter tops, to the Staff Lounge. This addition would add a total of fourteen feet of counter space and cabinet storage, divided into one five-foot and one nine-foot section. This addition will not remove any tables or seating areas for the staff. The recommendation is to purchase the Hampton, Natural Hickory cabinets and Wilsonart Laminate counter material in the Jeweled Coral finish: (4866K-52) from the local Home Depot. Samples of these items have been posted in the Lounge for your perusal. There will be no additional installation fees as placement of the new items will be handled by handy members of the library staff.

The breakdown is as follows:

Four—30" base cabinets: \$860.00

Two—18" drawer cabinets: \$418.00

One—12" base cabinet: \$134.00

Two—Toe Kicks, 4.5"X90" @ \$18.98 ea. = \$37.96 (will be cut to correct size)

Two—Flush-Fit End Panels, 34.5"X23 ¼" @ \$35.00 ea. = \$70.00

One—6' Laminate Counter Section: \$82.00 (will be cut to correct size)

One—10' Laminate Counter Section: \$145.00 (will be cut to correct size)

Hardware: \$100.00

Electrical work by Campus Facilities to allow relocation of the refrigerator: \$205.00

Delivery by Home Depot: \$59.00

Overall total: \$2,264.96

Respectfully submitted,
Staff Lounge Improvement Committee (SLIC)

5. Request for Suggestions to the Board for the Future Direction of MULSA
 - a. There will be a name change for LSO: from Library Systems Office to Library Systems Organization.
 - b. The MULSA constitution should specifically identify part-time employees and retirees as MULSA members eligible for MULSA board positions.
 - c. Upper limit to be set on future water heater because of possible issues in having one installed in Ellis' Staff Lounge; it will eventually be put to an e-vote once the estimates are known. Also, a MUSE post be created to describe the remodeling issues.
6. Announcement of Election Results
 - a. President – Rachel Brekhus
 - b. Vice-President/President Elect – Karla Geerlings
 - c. Secretary – Ashley Nelson
 - c. Treasurer – Jack Batterson
 - d. Social Co-Chairs – Ruth Feldkamp & Tammy Green
 - e. Staff Room Chair – Ruthe Morse
 - f. Courtesy Chair – Delores Fisher
 - g. Muse Co-Chairs – Abbie Brown & Ann Riley
 - h. Community Service Chair – Sue Barnes
 - i. Book Sale Co-Chair – Karen Eubanks (Jerri Eldridge has one more year.)
 - j. Both constitutional changes were passed
 - k. Proposal for partially remodel Ellis' staff lounge passed

7. Adjournment

After the meeting, newly elected officers met with current officers to set a time for the old/new officers' meeting.

THE REPORTS:

I. President's Report

MULSA President's Overview, 2011/2012

MULSA business in 2011/2012 has been relatively quiet, with few action items outside the standard business.

- Meetings moved from the third Thursday of the month to the second Wednesday of the month.
- We accepted Karen Marshall as assistant Community Service Co-Chair
- Personally, I continued to serve on the lounge renovation subcommittee, and in September, I reported to the Library Assembly regarding the subcommittee's wishes, our findings from the interior designer and our ongoing plans to make improvements without bankrupting ourselves. I also forwarded them our policy on membership in MULSA; this group was plagued by the high cost of doing business with the single-bidder workmen at MU, as well as by an inability to obtain even ball-park bids for some items so they could be brought up for a vote.
- The Staff Lounge Improvement Committee (SLIC) members met with Director Jim Cogswell to go over details of our plans for the staff lounge and our difficulties with the bidding process, especially where the hot water provision is concerned
- Mary Aycock accepted a job at MS&T. Since October 2011, the balance of her term is being filled by Abbie Brown
- Traditional Holiday Caroling was held in December
- Following the fire, we reviewed MULSA's stand on liability for personal items stored in the staff lounge and decided not to vary on MU's policy in this matter
- During the course of the year, guidelines for MULSA gifts for retirees were reviewed; no substantive changes were made
- Some banking changes were approved, which Jack's report will cover more thoroughly
- Despite the draconian policies regarding changes to walls and floors, changes to furnishings and appliances were made to the staff lounge through donations and inexpensive purchases approved by the Board on behalf of the membership

- Recently I have served as a member of the Celebration of Service ad hoc committee for 2012, sitting in for Ruthe who has been unable to serve at times for personal reasons

I'd like to thank the MULSA Board members for 2011/2012 for making this past year run so smoothly, and for their patience with me as this was my first year to serve as President.

Respectfully submitted,

Karla L. Geerlings

II. **Secretary's Report**

I offer apologies for not seeing that the minutes of each MULSA Board meeting were posted to the MULSA web site. I did not know how to do it. It will hopefully be done in the future. If anyone is interested in seeing these past minutes, they may contact me directly, and I will send those notes.

Submitted by
Tammy Green

III. **Vice President's Report**

The MULSA Vice President is charged with administering the Spotlight Award. Spotlight Award winners receive:

- A write up in the MUSE, based on a short survey
- A certificate signed by the MULSA president and MU Libraries director
- A favorite snack
- A \$20 gift certificate to a restaurant or movie theater of the winner's choice

Winners over the past year have been:

NAME	YEAR	MONTH
Sheila Voss	2011	June
Deb Ward	2011	July
Matt Stottle	2011	August
Rebecca Schedler	2011	September
June DeWeese	2011	October
Diane Johnson	2011	November

Paula Roper	2011	December
Ann Riley	2012	January
Michelle Baggett	2012	February
Frances Rouse	2012	March
Judy Maseles	2012	April

A winner has been chosen and notified for May 2012, but the person has not yet responded. Some winners do elect to pass on the award, so that person's name will not be included in this year's report.

The Vice President is also responsible for putting together the election slate for the coming year. In this, there has been some difficulty. We have had volunteers for most but not all positions. The missing position of Book Sale Co-Chair is very important to the continued existence of this Staff Association and all the activities it sponsors. Members are urged to nominate themselves from the floor for the position, as well as the MUSE Co-Chair position, which is also still lacking a candidate.

Respectfully Submitted by

Rachel Brekhus

IV. Treasurer's Report

2012 MULSA Annual meeting

May 17, 2012

Treasurer's report

Total income for the year 2011:	\$6,884 (YTD 2012: \$1,475)
Total expenses for the year 2011:	\$4,800 (YTD 2012: \$1,177)
Checking balance:	\$2,962 (1/2011); \$877 (1/2012)
Savings account:	\$4,768 (1/2011); \$6,173 (1/2012)
CD #1:	\$2,525 (1/2011); \$2,530 (1/2012)
CD#2:	\$0.000 (1/2011); \$2,500 (1/2012)
New Covenant Balanced Income Fund:	\$10.723 (1/2011); \$11,036 (1/2012)
Total balance:	\$20,979 (1/2011) \$23,117 (1/2012)

Mutual fund value per share and total shares:

January 2011:

\$18.55 per share; Total shares = 578.07 shares.

January 2012:

\$18.70 per share; Total shares = 590.188 shares.

Fund purchases:

June 28, 2004: MULSA bought 218.818 shares at \$18.28 per share for total cost \$4,000.

April 13, 2009: MULSA bought 108.3 shares at \$14.82 per share for total cost \$1,605.
(These shares are up 28.6% or \$460 since this purchase)

March 30 2010: MULSA bought 197.852 shares at \$17.69 per share for total cost \$3,500.
(These shares are up 7.8% or \$273.04 since this purchase)

Summer, 2012: MULSA will buy \$2,000 worth before October 1, 2012.

Fund Dividends:

March 24, 2011: 0.07892 per share div.
\$45.62 payment reinvested to buy 2.436 shares at cost of \$18.73 per share.

June 23, 2011: 0.0356311 per share div.
\$20.68 payment reinvested to buy 1.099 shares at cost of \$18.81 per share.

July 11, 2011: 0.04366 per share div.
\$25.35 payment reinvested to buy 1.338 shares at cost of \$18.95 per share.

Sept. 22, 2011: 0.12755526 per share div.
\$74.36 payment reinvested to buy 4.168 shares at cost of \$17.84 per share.

Dec. 15, 2011: 0.09539 per share div.
\$56.01 payment reinvested to buy 3.077 shares at cost of \$18.20 per share.

March 30, 2011: 0.0845714 per share div.
\$49.91 payment reinvested to buy 2.565 shares at cost of \$19.46 per share.

2009: Total dividends \$157.05.

2010: Total dividends \$190.27.

2011: Total dividends \$222.02.

Income 2011:

Book Sale in Copy Service	\$4,942	(YTD 2012: \$877.91
Amazon sales	\$858.86	(YTD 2012: \$383.22)
Betterworld	\$691	(YTD 2012: \$127.04)
Interest	\$4.82	(YTD 2012: \$1.32)
Dividends	\$222	(YTD 2012: \$49.91)
Silent Auction	\$0.000	(YTD 2012: \$0.00)
Other	\$165	(YTD 2012: \$0.00)
Garage Sales	\$0.000	(YTD 2012: \$0.00)

Other income includes refunds, payments by family for Thanksgiving Dinner or adopted family donations.

MULSA will soon be getting the next quarterly payment for the Ellis Library Book Sale (\$665.70)

Expenses 2011:

Social	\$3,005	(YTD 2012: \$437)
Courtesy	\$298	(YTD 2012: \$223)
Community	\$0	(YTD 2012: \$26)
Staff room	\$593	(YTD 2012: \$284)
VP (Spotlight Awards)	\$381	(YTD 2012: \$87)
Postage	\$26	(YTD 2012: \$18)
Muse	\$0.00	(YTD 2012: \$0.00)

Expenses broken down 2011:

Social-related expenses		
Picnic	\$164	(YTD 2012: \$45.00)
New Staff Tea	\$60	
Diversity Action Committee event	\$37	(YTD 2012: \$53)
Halloween Party	\$90	(YTD 2012: \$134)
Thanksgiving luncheon	\$801	
Holiday Party	\$157	
Spring Fling	\$0	
Celebration of Service	\$1450	(YTD 2012: \$124)
All MULSA meeting	\$44	(YTD 2012: \$58)
Retirement gifts	\$216	(YTD 2012: \$0.00)

Other expenses 2011:

Adopted family	\$345
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The adopted expense was higher because there were more donations in 2011 than in 2010.

Certificate of Deposit with Commerce Bank

Issue Date 09/27/2011
Term: 1-yr
Principal Amount: \$2,530.04
Maturity Date: 09/27/2012
Rate : 0.25%

Certificate of Deposit with Tiger Credit Union (Located on the lower level of Memorial Union)

Issue Date 04/4/12
Term: 2-year
Principal Amount: \$2,507.61
Maturity Date: 4/3/2013
Rate : 1.16%

MULSA will move all accounts to Tiger Credit Union by Oct. 1, 2012. Tiger Credit Union offers higher interest rates and lower fees.

The Tiger Credit Union CD will get interest quarterly, while Commerce Bank adds the interest when the CD comes due. The Tiger Credit Union has a 3-year CD that pays 1.61%. The interest rates on CDs at the Credit Union have not changed in more than a year.

I will renew the next CD in September at 1-year term. Tiger Credit Union pays 0.90% for a 12-month CD.

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Current balances as of May 16, 2012:

Checking: \$1,333.71 (Commerce); \$75.00 (Tiger Credit Union)

Savings: \$6,174.96 (commerce); \$25.00 (Tiger Credit Union)

CD #1: \$2,530.04 (Commerce)

CD#2: \$2,507.61 (Tiger Credit Union)

MULSA has a Free Business Checking 65 at Tiger Credit Union

New Covenant Fund (Balanced Income fund): ncbix

Number of shares = 592.75

Price per share = \$19.10 (May 15, 2012)

Value= \$11,321.58

Notes:

This annual report covers the calendar year 2011 with some current information as of May 16, 2012 on page 3.

Fund returns:

Year to date = + 3.92%

2011 return = + 2.04%

2010 return = + 9.02%

1 month = - 1.14%

10-yr annualized = +3.65%

The stock portion of this fund is invested in New Covenant Growth Fund while the bond portion is invested in the New Covenant Income Fund. The largest holdings in the growth fund are Apple (1.98%, Exxon Mobil (1.54%), Microsoft (1.51%), Pfizer (1.34%), and Coca-Cola (1.34%). Citigroup was among the top holdings according to my annual report for last year. This year Citigroup is the 25th largest holding in the fund. The fund has a 1.98% dividend yield. The two largest holdings in the Income fund are US Treasury notes (6.89%) and US Treasury bonds (2.86%). When interest rates rise in 2014 or 2015, these Treasury investments will drop sharply in value. Treasury notes are government securities that are issued with maturities of 2, 3, 5, 7, and 10 years and pay interest every six months. Treasury notes pay interest every six months and mature in 30 years. Our goal is to postpone withdrawing money from this fund because the fund pays a better dividend than a bank CD and because it has higher returns than anything else we own.

I expect higher dividends again for next year. Several top holdings in the stock portion of the fund have increased dividends last year. Exxon Mobil increased dividend by 6.8%, Microsoft by 25%, Pfizer by 10%, and Coca-Cola by 6.8%. Also we will see higher income as our bonds lose value.

Our mutual fund company requires two signatures for any changes to the fund account. For example, if MULSA needs to withdraw money, then two signatures would be needed. The President and the Treasurer are the two authorized people on this account.

After a year of constantly switching to different types of checking accounts at Commerce to avoid the monthly fee, the Board voted to move all of MULSA's money to Tiger Credit Union this fall. There is no monthly fee, and interest rates are higher at the credit union.

MULSA would like to thank the Ellis Library Administration office for giving MULSA 100% of the money from Ellis copy service book sales.

Submitted by
Jack Batterson

V. Book Sale Report

Donated bibles to Prison Ministries

Donated books to elementary school literacy program

Number of books put out (1/1/11 – 5/16/12) 5,369

(Sold approximately 65%) recycled or donated the rest.

BWB - Regular sent (5/11-3/12)	634 sent	339 sold	(16%)
BWB – ARC sent (5/11/-3/12)	102 sent	18 sold	

Better World Books	407.31
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111.30	7/29/11
168.97	10/28/11
72.43	2/29/12
54.61	4/30/12

Amazon online (Sandy)	1,107.14
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70.00	5/12/11
202.30	6/9/11
46.49	6/23/11
68.16	8/18/11
336.97	9/29/11
28.25	2/6/12
144.19	3/5/12

101.34	3/15/12
109.44	5/10/12

Library Book Sale	2,715.23
877.61 4th qtr 2011	
1,171.92 3 rd qtr 2011	
94.04 1/19/12	
175.94 1/31//12	
140.47 2/9/12	
138.98 2/28/12	
116.28 3/16/12	
Total Income	4,229.68

Getting low on books – haven’t received many donations; putting new books into the Book Sale once a month starting June 1. We are always willing to accept books for our book sale.

Submitted,
 Jerri Eldridge, Chair
 Kris Anstine, Co-Chair

VI. Staff Lounge Report

I have been the Staff Lounge Chairperson for the past two terms. During this time I have received many compliments on the condition of this room, but I only clean one day per week. I want to thank the crew of volunteer Staff Lounge cleaners who have scrubbed the tables, cleaned countless refried beans out of the microwave ovens, risked their lives at times removing what looks like toxic waste from the refrigerator, and washed way too many dirty dishes left behind by others who should have washed them themselves. Those volunteers are: Mondays—Mary Hainen and Tammy Green; Tuesdays—Bette Stuart and Sheena Waggoner; Wednesdays—Rachel Brekhus and Gwen Gray; Thursdays—Colleen Smith and Ruth Feldkamp; and Fridays—it’s my turn. Fortunately for everyone in the library, this crew has agreed to stay on the job for the 2012/2013 term.

Expenditures for Staff Lounge supplies during the June 2011 to May 2012 term were \$362.69. This figure includes the addition of a second sofa to replace the last old blue one, a set of new cookware, and a new DuPont Water Filtration system. There is quite a shopping list for this room, and it takes a lot of common supplies to keep it running. If anyone is interested in what gets purchased for the Lounge, I’ve posted a

copy of the list on the closet door. All efforts have been made to shop for on-sale and good second-hand items. These supplies are paid for by funds managed by the MU Libraries Staff Association and its treasure of a Treasurer, Jack Batterson. For example, MULSA paid for 12 bottles of dish soap this past year at a cost of \$26.62; this is not a surprising figure. But this is: approximately 1,800 napkins are used in the Lounge each month - that's 21,600 napkins per year and a cost of \$88.55 this past year. Altogether, the cost of keeping the Lounge a pleasant place for your lunches and breaks is more than reasonable and worth it.

The Staff Lounge Improvement Committee, "SLIC", which is made up of Karla Geerlings, Rachel Brekhus, Ruthe Morse, Ruth Feldkamp and I, has been working quite hard to accomplish two projects that would improve conditions in the Lounge. The first was to buy and have installed a tankless water heater in order to finally get hot water back into this Lounge. Unfortunately, due to a situation with Facilities, we cannot get a figure for the work that needs to be done, and if we cannot present a figure to the membership for voting, then it looks like the hot water issue is no longer on the table for the time being, but stay tuned. The second is to provide more storage and counter space for our users and also for food preparation for events. This issue is very much alive and ready for your vote today.

Respectfully submitted,
Adrienne Arden

VII. Community Service Report

Over the past year, we've collected and distributed many items of food and clothing for the Rainbow House, the Central Missouri Food Bank and for Columbia Second Chance.

I made deliveries to these organizations in June, August, November, December, January and April. Donations to the Rainbow House amounted to 21 large bags of gently used clothing and other items such as shoes, backpacks and toothbrushes. Donations to the Food Bank amounted to about 250 pounds of food.

Separate from all this was our biggest event of the year, the Holiday Food Drive, which benefited the Food Bank and Second Chance. We donated 325 pounds of food as well as \$252 dollars in cash to the Central Missouri Food Bank. We also

donated 100 pounds of food, cat litter and toys to Columbia Second Chance, along with \$70 in cash.

This year the department with the most food donations for the Annual Food Drive was Acquisitions, with 110 pounds; and second place was the State Historical Society, with 97 pounds. Acquisitions also won for the most cash donated, with \$132; second place went to Access Services with \$50 donated.

For their great efforts, Acquisitions was the recipient of two large trays of Holiday cookies.

Over the course of the year, we received several “thank you” letters from Peggy Kirkpatrick, Executive Director of the Central Missouri Food Bank.

Respectfully submitted,
Steve Clayton

VIII. Muse Report

Everyone is invited to submit materials to the MUSE: upcoming events, pictures, stories, etc.

IX. Courtesy Report

Sympathy Cards – 5

Donations – 3

Get Well Cards – 2

Planters – 5

Baby Card – 1

Retirement Cards – 2

Gift Cards – 3

Thank You Cards – 3

Birthday Cards – 80

Plants were purchased from Allen's Flowers.

Cards were purchased from Current and donated by several staff members.

Respectfully submitted,

Delores Fisher

X. Social Report

There was a quick rundown of all the parties held during the past year. Also, it was announced that the MULSA's Annual Picnic was to be held on June 8th at Burford Shelter in Cosmo Park.