

University of Missouri Libraries Staff Association  
Executive Board Meeting  
March 10, 2010  
2:00 pm- 3:00 pm  
Room 4F51A

Present –Jack Batterson, Karla Geerlings, Ruthe Morse, Rebecca Schedler, Sandy Schiefer, Colleen Smith, and Michael Spears.

Absent -- Rachel Brekhus, Steve Clayton, Jerri Eldridge, Delores Fisher, and Tammy Green.

**Michael:**

There was an issue with the funding for the International Tea. Administration is only giving \$50. We will contribute \$50.00 also. Ruthe is helping with the set-up and clean-up. It was suggested that we put something in the Library News Notes to let library groups know that they are welcome to come to MULSA for help with this type of staff event.

We will wait to talk about the Courtesy Policy next month since both Tammy and Delores were not present.

**Book Sale Contract:**

The contract is due to be renewed in July. We will try to redraft the contract so that we get more money. We're not sure that Jim has the power to give us the full profits. Ellen says that the other 50% profit is just sitting in an account.

**Social Chair:**

It was agreed that the following guidelines that Ruthe typed up for retirement receptions were very good.

**Guidelines for MULSA Retirement Reception**

As of 1/09, 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.

**Retirement Reception Committee:**

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

1. Social Chair, 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. 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 Social Chair with suggestions for the style and content of the invitations.
4. Providing the Social Chair with guidelines for the refreshments.

**Duties specific** to Committee Members include:

1. The Social Chair will be responsible for the creation, printing and distribution of the invitations.
2. The Social 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 Curtsey 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.)

**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. The following table establishes guidelines relating to the cost of the retirement gift.

Years of Service	Allowable Expense
0-4	Not eligible
5-9	\$65

10-14	\$80
15-19	\$95
20-24	\$110
25-29	\$130
30+	\$150

**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. The 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.
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.

#### **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. 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 whoever 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.

Annual meeting and Celebration of Service are coming up in May. Ruthe will send out a survey about the picnic to determine if people would prefer an air-conditioned facility and day & time for the picnic in June.

#### **Lounge problems:**

Mark Ellis sent out an e-mail to students about Staff Lounge guidelines. One student responded and mentioned that there have been young children left unsupervised in the lounge at night. Michael will work with Tammy about getting guidelines posted in the lounge **including** a statement that “children are not to be left unattended”. We discussed the possibility of having to swipe id’s to get into

the lounge. The consensus was that employees would not like that and it would cause extra work for security.

### **Celebration of Service:**

We may need to buy tablecloths for the luncheon. We will check with Shannon to see what tablecloths they use for the Friend's dinner and if they would be available for us to use as well.

### **Muse:**

Karla will post recipes.

### **Book Sale:**

Three books were sold on Amazon since the last meeting, for a profit of \$104.27. A box of comic books has been added, they sell for 50 cents each. Karla has purchased some book knives. No book dismantling sessions are needed at this time.

### **Staff Lounge:**

No report from Tammy.

### **Treasury report:**

Checking balance:	\$1,187.28 (3-10-2010)
Savings account:	\$2,766.00 (3-10-2010)
CD #1:	\$2,500.00 (3-10-2010)
CD#2:	\$2,500.00 (3-10-2010)
New Covenant Balanced Income Fund:	\$6,514.85 (3-10-2010)

### Income:

2-8-10 Amazon book sale	\$27.15
2-12-10 Deposit	\$556.00
2-22-10 Amazon book sale	\$146.85
2-26-10 Savings interest	\$0.21
3-8-10 Amazon book sale	\$78.10
Total Deposits.....	\$808.31

### Expenses:

#1217 Tammy Green for Meals on wheels	\$1,470.00
#1218 Mike Spears for spotlight award	\$55.30
#1219 Sandy Schiefer for Amazon book postage	\$18.96
#1220 Adrienne Arden for lounge soap	\$4.00
#1221 Delores Fisher Cash in place of get-well plant	\$25
#1222 St. Paul's Evangelical Lutheran Church *	\$25.00
#1223 Mike Spears for Spotlight awards	\$58.13
Total.....	\$1,586.39

Bold check numbers are checks that have not been cashed.

#### Certificate of Deposit with Commerce Bank

Issue Date            06/24/09  
Term:                    12 months  
Principal Amount: \$2,500.00  
Maturity Date:        09/24/2010  
Rate :                    1.00 %

#### Certificate of Deposit with Commerce Bank

Issue Date:            06/24/09  
Term:                    181 days  
Principal Amount: \$2,500.00  
Maturity Date:        003/24/2010  
Rate:                    0.40%

#### New Covenant Fund (Balanced Income fund) as of March 10, 2010:

Number of shares = 369.532

Price per share = \$17.63

Value= \$6,514.85

#### Notes:

The mutual fund (ncbix) is up \$173 or about 2.74% since our last meeting, and up 1.97% this year to date. The next quarterly dividend payment of about \$35 will

occur at around March 26, 2010. We bought our first shares of this mutual fund on June 28, 2004.

We collected \$556 from Meals on Wheels last month. I just got another \$5 today that I will deposit the next time I go to the bank.

The next big check for the MU Book sale should come by the end of April.

Just one year ago on March 9, the stock market reached a new low for 2009. Since that low, the average stock fund is up about 55%. There is a good chance that stocks will do well in 2010 and part of 2011 because we have to go back to 1947 to find a stock market rally that did not last for two years. There are going to be bumps on the way. We have the debt problems in Greece, commercial real estate woes, underfunded pension plans, and we are still losing jobs. There are signs of recovery in the economy as the job growth is about to turn positive for the first time. There is about \$7 trillion on the sidelines waiting to be invested into the stock market.

One of our CDs comes due on March 24. We will eventually put that money into our mutual fund along with a little cash from our savings account. If we cash out of that CD today, we will pay a penalty of \$2.46. Our total CD value would be \$2,502.11. If we cash out of the other CD that is due Sept. 24 2010, we would have a penalty of \$6.13 and the value of that CD would be \$2,505.28. We might want to consider cashing out of both CDs and putting all that money into the mutual fund so we can get a higher return. The fund pays a 2.72% dividend yield based on the last dividend it paid in December. It was up 17.71% in 2009, but down 23% in 2008. The only other negative year since 2000 was in 2002 when the fund was down 1.99%. In 2007, it was up 5.5% and the gain in 2006 was 7.3%. As of Dec. 31<sup>st</sup>, it had 7.7% of assets in cash, 57.3% in the income fund and 39.7% in the growth stock fund. That would give us 283 more shares. The fund had a 10-year annualized return of 2.87%. The 5-year annualized return is only 1.61%. I do not see interest rates on CDs going up any time soon. In 2009, our total dividends were only \$157. As the economy improves and as more companies pay dividends again, we will see higher dividends on this fund.

The February 2010 spotlight award went to Sheena Waggoner and Pearl Newbrough.

We agreed that if we participate in Meals on Wheels again in the future, we would agree on a budget for this.

It was decided that we may need to postpone adding \$2,500.00 to the Coventry fund.

### **Courtesy Chair:**

Steve e-mailed his report in advance –

Over the past month we've donated 6 bags of clothing to Rainbow House. They have posted a new "wish list" on their web site. I will be taping this list to our donation box in the staff lounge. There is also a new "wish list" for Sol House, which I'll also post.

### **NEW RAINBOW HOUSE WISH LIST**

#### **Most Needed Items:**

- ◆ Diapers, size 5
- ◆ Training pants, size 4 or 5
- ◆ New Shoes or Gift Certificates for Shoes
- ◆ Sweaters and Sweatshirts – all sizes
- ◆ Vacuum Sweeper (please call first)
- ◆ Two small vacuums (Dirt Devil type)

#### **Clothing:**

- ◆ Jeans/Pants (especially youth size 5-18)
- ◆ Women and Men Plus Size Clothing
- ◆ New Shoes
- ◆ Young Girls and Teen Tops
- ◆ Men's Ankle Socks
- ◆ Women's bikini cut/hipster underwear
- ◆ Men's boxer underwear
- ◆ Children and infant socks

#### **Cleaning Supplies:**

- ◆ Swiffer Wet Jet Refills
- ◆ Dryer Sheets
- ◆ 30 Gallon Garbage Bags

Consumable Items:

- ◆ Juice (apple, orange, and grape)
- ◆ Juice Boxes
- ◆ Ketchup

Electronics and Appliances:

- ◆ Scanner/printer combo
- ◆ Small Bedroom Radios
- ◆ Small to Medium Size CD Players (with radios and cassette players)
- ◆ VHS Rewind Machine
- ◆ Headphones

Other:

- ◆ Batteries AA & AAA
- ◆ 60 watt light bulbs
- ◆ New Twin Bed Comforters
- ◆ Twin Bed mattress covers
- ◆ Durable Door Blinds
- ◆ Cookware

Passes:

- ◆ ARC
- ◆ Going Bonkers
- ◆ Movies
- ◆ Bowling/Shoe Rentals
- ◆ Movie Rentals
- ◆ Skating
- ◆ McDonald's Gift Cards
- ◆ Wal-Mart Gift Cards
- ◆ Swim Passes to Local Pools

At the next meeting we will discuss whether taking care of Spot Light Awards should be a Courtesy Chair or Vice President duty.

The next meeting is scheduled for March 8<sup>th</sup> from 2:00-3:00 in the Rm. 159 (Ellis Ref. conference room).