

2011 MULSA Annual Meeting Minutes

May 19, 2011 at 9:30 AM

30 Attendees

1. Welcome & Introductions of Current Board members (Brekhus)
 - a. President -- Rachel Brekhus
 - b. Vice-President/President Elect -- Karla Geerlings
 - 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-Editor -- Mary Aycok
 - h. Community Service Chair -- PT Martin
 - i. Book Sale Co-Chairs -- Sandy Schiefer & Kris Anstine
 - j. Secretary -- Tammy Green
2. Recognition of New By-application MULSA members (Green)
3. Reading & Approval of the 2010 Annual Meeting Minutes (Green)
4. Overall Report (Brekhus)

"Last August, membership approved updates to the MULSA constitution based on the decisions made at the 2010 annual meeting. Loose ends, particularly around untangling the issues of membership from who may be invited to social events, were tied up.

Also in August, MULSA began taking on what became the biggest issue of the past year, the strong desire on the part of members to restore hot water to the staff lounge. Several years ago, the campus stopped supplying hot water to most faucets on campus as a cost saving measure. Since then, MULSA has worked with MU Libraries Administration to provide in-sink hot water heaters. Unfortunately the water going into the heaters has been so hard that the machines kept burning out due to mineral scale buildup, costing around \$500 every few months to replace. At the same time, over the past couple years MULSA has taken on additional food preparation and dishwashing after both MULSA social events and general MU Libraries events. Also at the same time, the particleboard cabinetry in the staff lounge has started deteriorating beyond repair. For all of these reasons, the Board thought it was time to start talking with Interior Design about costing out a major renovation. Interior Design always needs to be involved in projects involving things like plumbing and electricity and built-in cabinetry. A task force was started, consisting of MULSA's staff lounge and social chairs, and the Vice President. This task force came up with a set of design specifications for Cyndi Curnutte in Interior Design. It, along with me, Ellen Blair, and Pat Jones as building coordinator, met with Cyndi Curnutte on September 10. We shared our ideas with Cyndi, who said she would come back with an estimate, which we planned to then negotiate with MU Libraries Administration regarding cost.

We had an independent meeting with a contractor from Culligan, the company that provided the Bookmark Cafe's water softening unit, received an estimate for a unit, and passed that information along to Interior Design to work into our estimate. Months passed, and no estimate was received, despite repeated inquiries. As time passed, we decided to see if we could get some sort of idea from Facilities, directly, what it would cost for just the hot water portion of the project alone - the installation of the softener, the water heater, a carbon filter for drinking water.

Pat Jones was able to get Ray Quinn, who is in charge of plumbing on campus, to come to the lounge to give a "guesstimate" we could take to Jim, and then to this meeting, for the cost of installing this equipment. The result of that meeting turned out to be very disappointing. To make a long story short, there is no easy way to install a softener in this room, because it has no drain that would work in conjunction with the softener. The sink drain is not sufficient. Mr. Quinn was not prepared to make even the vaguest of estimates on the cost of the less-easy ways there may be, but told us that to even get an estimate, we'd have to submit a work order to Interior Design. So Ellen agreed to add this factor to the parameters Cyndi Curnutte's team is already looking at, and we have resigned ourselves to the idea that it's just not going to be possible to separate the water issue from a more general renovation project. And how, or if, we will be able to pay for whatever may need to be done, is very much an open question. The same morning - this past Monday - that we met with Mr. Quinn, Ms. Curnutte's team was in here doing some measurements. So while we do still expect to hear something, sometime, from Interior Design, but even if we hear back tomorrow, a shorter-term solution will have to be sought, to come up with some kind of working way to provide hot water for dishwashing in this sink. The SLIC is currently looking into a few possibilities that it will be sharing with the MULSA board. If their solutions end up costing MULSA more than \$300, there will need to be a vote of membership to approve the expenditure, and there will either be an in-person special meeting called or an online vote with a good couple of weeks for discussion via email first.

I'd like to invite everyone who would like to be more closely involved with seeking solutions to contact Karla Geerlings, and she will add you to the SLIC group. There will be a few minutes later in this meeting, during the Direction to Board section, to toss out any immediate ideas you may have, which SLIC will then include in its discussions, but you will not be asked to vote on any expenditures today, so this discussion need not be exhaustive today.

In other events this year, Will McCrary took another job and so we lost him as MULSA secretary. Tammy Green generously stepped in to take his place. Will had a particular strength in online work, and had been very good at posting our minutes online. Since his departure we have struggled to stay caught up in that department, but we have managed to post some online job descriptions, the voted-upon updates to the Constitution and Bylaws, and some photos from last year's picnic.

5. Annual Reports:

- a. Treasurer's report (Batterson)
- b. Book Sale report (Schiefer)
- c. Staff Lounge report (Arden)
- d. Social report (Morse)
- e. Community Service report (Martin)

- f. Courtesy report (Fisher)
 - g. Muse report (Aycock)
- 6. Distribution of Ballots for Officers and Constitution Change (Geerlings & Anstine)
 - a. Opened floor for nominations - none
 - b. Opened floor for discussion of by-law change – Rachel gave a clarification of change
- 7. Request for Suggestions to the Board for the Future Direction of MULSA--Nothing was proposed at this time.
- 8. Announcement of Election Results (Anstine)
 - a. Vice-President/President Elect – Rachel Brekhus
 - b. Treasurer – Jack Batterson
 - c. Social Co-Chairs – Ruthe Morse & Ruth Feldkamp
 - d. Staff Room Chair – Adrienne Arden
 - e. Courtesy Chair – Delores Fisher
 - f. Muse Co-Chairs – Mary Aycock & Darrell Schmick
 - g. Community Service Chair – Steve Clayton
 - h. Book Sale Co-Chair – Jerri Eldridge (Kris Anstine has one more year.)
 - i. Secretary – Tammy Green
- 9. Adjournment

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

2011 MULSA Annual meeting

May 19, 2011

Treasurer's report

Total income for the year 2010:	\$10,780 (YTD 2011: \$3,256)
Total expenses for the year 2010:	\$5,894 (YTD 2011: \$772)
Checking balance:	\$1,411 (1/2010) ; \$2,963 (1/2011)
Savings account:	\$2,765 (1/2010) ; \$4,769 (1/2011)
CD #1:	\$2,500 (1/2010) ; \$2,525 (1/2011)
CD#2:	\$2,500 (1/2010) ; \$0.000 (1/2011)
CD#3:	\$0,000 (1/2010) ; \$0.000 (1/2011)
New Covenant Balanced Income Fund:	\$6,478 (1/2010) ; \$10,723 (1/2011)
Total balance:	\$15,654 (7/2010) \$20,980 (1/2011)

Mutual fund

January 2010:

\$17.53 per share ; Total shares = 369.532

January 2011:

\$18.55 per share ; Total shares = 578.070

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

March 30 2010: MULSA bought 197.852 shares at \$17.69 per share for total cost \$3,500

Fund Dividends:

March 25, 2010: 0.0836 per share div.

\$30.89 payment reinvested to buy 1.753 shares at cost of \$17.62 per share.

June 24, 2010: 0.08588 per share div.

\$48.88 payment reinvested to buy 2.83 shares at cost of \$17.27 per share

Sept. 23, 2010: 0.07509 per share div.

\$42.95 payment reinvested to buy 2.410 shares at cost of \$17.82 per share

Dec. 16, 2010: 0.11761 per share div.

\$67.55 payment reinvested to buy 3.693 shares at cost of \$18.29 per share

March 24, 2011: 0.07892 per share div.

\$45.62 payment reinvested to buy 2.436 shares at cost of \$18.73 per share

The dividend amount rose from \$157.05 in 2009 to \$190.27 in 2010 because we bought more shares in 2010. These dividends should be higher this year as more companies are raising dividends and restarting them. For example, the fourth largest holding (Citigroup) just announced it will start paying a 0.01 dividend. Microsoft raised its quarterly dividend earlier this year by 6% (from .44 cents to .47 cents per share) for a 2.5% yield.

Income 2010:

Booksale in Copy Service	\$7,464 (YTD 2011: \$2,703)
Amazon sales	\$1,789 (YTD 2011: \$93)
Betterworld	\$688 (YTD 2011: \$410)
Interest	\$2.13 (YTD 2011: \$1.99)
Dividends	\$190.27 (YTD 2011: \$45.62)
Silent Auction	\$0.000 (YTD 2011: \$0.00)
Other	\$589 (YTD 2011: \$0.00)
Garage Sales	\$0.000 (YTD 2011: \$0.00)

Expenses 2010:

Social :	\$2,820 (YTD 2011: \$311)
Courtesy:	\$452 (YTD 2011: \$192)
Community:	\$1767 (YTD 2011: \$0.00)
Staff room:	\$246 (YTD 2011: \$260)
VP (Spotlight Awards)	\$327 (YTD 2011: \$0.00)
Book sale postage	\$129 (YTD 2011: \$9.00)
Muse	\$0.00 (YTD 2011: \$0.00)

Expenses broken down 2010:

Social-related expenses:

Picnic:	\$193 (YTD 2011: \$42.00)
New Staff Tea:	\$47
Halloween Party:	\$133
Thanksgiving luncheon:	\$750
Holiday Party:	\$157 (spent in 2011)
Spring Fling	\$0
Celebration of Service	\$1398 (YTD 2011: estimate \$1,600)
All MULSA meeting:	\$53(YTD 2011: \$0.00)
Retirement gifts	\$150(YTD 2011: \$0.00)

Other expenses 2010:

Adopted family	\$245
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Certificate of Deposit with Commerce Bank

Issue Date	03/25/2011
Term:	182 day (6-month)
Principal Amount:	\$2,527.52
Maturity Date:	09/25/2011
Rate :	0.20%

Certificate of Deposit with Commerce Bank

Issue Date	03/25/11
Term:	1-year
Principal Amount:	\$2,500.00
Maturity Date:	03/25/2012
Rate :	0.30%

Current balances as of May 18, 2011:

Checking: \$2,613.72

Savings: \$4,270.27

CD #1: \$2,527.52

CD#2: \$2,500.00

New Covenant Fund (Balanced Income fund):

Number of shares = 580.506

Price per share = \$19.03 (May 18, 2011)

Value= \$11,047.03

Notes:

This annual report covers January, 2010 to May 18, 2011

Fund returns:

Year to date = +3.68%

1 month = +1.60%

10-yr annualized = +3.33%

The fund is performing well. It was up 17.7% in 2009, and +9.02 in 2010. This fund has 39% in US stocks, 8% in foreign stock, 50% in US bonds, and 3% cash as of March 31, 2011. The stock portion of this fund is invested in New Covenant Growth Fund while the bonds are invested in the New Covenant Income Fund. The largest holdings in the growth fund are Exxon Mobil (1.6%), Microsoft (1.4%), Pfizer (1.2%), Apple (1.2%), and Citigroup (1.2%). Dividends are rising. Exxon Mobil just raised its dividends by 6.8%, Pfizer raised its dividend by 11%, and Citigroup raised its dividend to .01 per share. The fund has a 1.8% dividend yield. The two largest holdings in the Income fund are US Treasury notes and US Treasury bonds which make up 8.3% of that fund. 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.

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

This year, MULSA switched to a small business checking account in its efforts to eliminate the debit card's \$5 monthly fee. This is a free checking account.

MULSA will see lower income from book sales as our supply of books to sell decline. MULSA is already seeing the lower book sales affecting the total income. This year to date, MULSA had \$3,256 in total income vs a total income of \$5,579 this time last year.

Interest earned on the checking account is higher this year to date simply because we have more money. The interest rates will stay low for a while.

Social expenses include food and supplies for parties, annual meeting and the all staff library meetings. This year-to-date expenses were higher last year because the celebration of service took place before the MULSA annual meeting.

The large increase in spending on courtesy is not due to any special factors other than that MULSA is buying more flowers and cards for library staff.

The large increase in spending on community for 2010 was the largely from the \$1,470 spent on Meals on Wheels annual fund drive in Feb. 2010. MULSA contributed \$5 toward each \$10 boxed lunch purchased by library staff with all proceeds going to Meals on Wheels. MULSA ordered **15 club sandwiches** & 11 veggies. At the beginning of the next week, we emailed Marcia Walker (Meals on wheels) to see if we could add 4 more clubs. When Marcia arrived with the delivery, someone had **written 154 clubs** on our order. Meals on Wheels forgot to bring a few lunches and MULSA ended up having to pay for 147 lunches. MULSA was able to sell some of these lunch boxes for a total of \$556.00. The Board agreed to have a budget in the future so something like this would not happen. If there was another error like this, the person picking up the lunches would not have the authority to spend more than what was allowed by the Board.

Now MULSA is getting 100% of Ellis Library copy service book sale money.

Submitted by
Jack Batterson
5/19/2011

MULSA Book Sale Annual Report, 2010-2011
Sandy Schiefer and Kris Anstine, co-chairs

The book sale continues to be the major contributor to MULSA's funding. Sales are accomplished through the following three areas:

- Amazon.com – Sandy has been selling some high-end books through Amazon; for the past year, 26 books have been sold for a profit of \$1300.15. We made an average profit of \$50 per book, with a high of \$230 for one book and a low of \$30 on another.
- Better World Books – this online retailer sells selected books on a commission basis. For the period of 5/1/2010-5/1/2011, they sold 648 of our books, for net sales of \$5585.73. We earned a commission of \$837.87 from those sales. Their ARC (Antiquarian, Rare and Collectible Books) department did a total of \$224.01 in sales of our books during the same period.
- Copy Service Book Sales – sales of books in the Copy Service area continue to be our biggest money-makers. Beginning in August 2010, MULSA receives 100% of all sales from this area. We have received a total of \$5178.47 from this area in the last year.

In December, it was discovered that some donated books had mold on them, and that the mold may have spread to other book sale materials. In order to prevent the mold from spreading to the library's stacks, it was decided to remove and destroy all the books stored in our work rooms on Ellis 4 East. All shelves were cleaned with a bleach solution and dehumidifiers were run in the rooms to ensure that the mold was destroyed.

To make better use of their limited space, the Cataloging department asked in January that all book sale materials be removed from their shelves. At the same time, a fire inspection found that books being stored in the library's west stairwell were in violation of the city's fire code. In order to clear up both of these situations, all the books were moved to our work rooms on the 4th floor. The rooms were reorganized so that almost all book sale activities can now take place in one central location.

Finally, the large reserves of books we inherited from the Friends of the Libraries' annual sale are beginning to be depleted. For now, incoming books from the gifts department keep us in good supply. However, it is hard to say how long we will continue to have books available for our sale.

Respectfully submitted,

Sandy Schiefer

Kris Anstine

2010/2011 Staff Lounge Annual Report

Several events have taken place in the Staff Lounge since the beginning of this term in July 2010: The New Staff Tea, Halloween Party, Thanksgiving Feast, International Tea, and the Annual MULSA Meeting. Of course, many other events happened in the library such as the Annual Winter Holiday Party, the Celebration of Service and All-Hands Meetings for which the Lounge serves as a preparation and clean-up site.

The expenses for providing supplies for the Lounge such as napkins, soap, cleaning products, paper towels, condiments, etc., plus a new sofa, have been as of April 30: \$369.46 (including June 2010), with May and June totals yet to be added for this term.

Since I do not keep the Lounge clean on my own, I wish to thank the following dedicated group of your fellow library employees who volunteer their time to keep the Staff Lounge a pleasant place to take your breaks and lunches, to chat, to nap, and to hold events:

Mondays:	Mary Hainen and Tammy Green
Tuesdays:	Bette Stuart and Sheena Waggoner
Wednesdays:	Rachel Brekhus and Gwen Gray
Thursdays:	Colleen Smith and Ruth Feldkamp
Fridays:	It's my turn

I also wish to thank Ruthe Morse for her efforts at providing seasonal decorations for the lounge that add considerably to the ambiance of this space. Special thanks to Colleen Smith for covering the duties of Chair in my absence.

Respectfully submitted,
Adrienne Arden

MULSA COURTESY CHAIR

ANNUAL REPORT

2010/2011

Sympathy Cards – 15

Donations – 5

Get Well Cards – 9

Planter – 10

Baby Card & Gift Card – 3

Wedding Card & Gift Card - 1

Plants were purchased from Allen's Flowers.
Cards were purchased from Current.

Respectfully submitted,

Delores Fisher

Green, Tammy

From: Morse, Leona R.
Sent: Friday, May 27, 2011 11:41 AM
To: Green, Tammy
Cc: Feldkamp, Ruth E
Subject: RE: Need annual MULSA reports

I just had a list.

Activities for 2010/2011:

Aug. 12th? – refreshments for All-Staff Meeting
Sep. 30th – New Staff Tea
Oct. 29th – Halloween Party
Nov. 18th – Thanksgiving Luncheon
Dec. 17th -- Holiday Party
Jan. 14th? -- refreshments for All-Staff Meeting
Feb. 15th – International Tea (with Diversity Action Committee)
Mar. 30th – Annual Branch Open House at GEOL Library
May 19th – refreshments for MULSA Annual Meeting

Coming up:

May 25th – Celebration of Service (Library Admin.)
June 10th – Annual Picnic
June 21st – International Potluck (with Diversity Action Committee)
Aug. ? -- refreshments for All-Staff Meeting

From: Green, Tammy
Sent: Friday, May 27, 2011 10:39 AM
To: Martin, PT; Aycock, Mary; Morse, Leona R.
Subject: Need annual MULSA reports

Ladies,
You are my only holdouts on their annual reports.

Tammy

Community Service Annual Report

I would like to thank Amanda Sprochi for taking our donations to Second Chance, Ruthe Morse for coordinating our Voluntary Action Center Families and Tammy Green for coordinating the annual Food Drive for the Food Bank and Second Chance.

Annual Food Drive

Each year MULSA holds a food drive contest to benefit the Central Missouri Food Bank and Columbia Second Chance. This year was exceptional. All Libraries departments compete for prizes. We decided to add points for volunteering (5 points for each volunteer hour) this year. Here is a breakdown of what was accumulated in this year's contest:

For the Food Pantry– \$1469 cash, 201 lbs in food, plus 10 pts for volunteering

For the 2nd Chance– \$109 cash, 6 lbs in food, plus 25 pts for volunteering.

Congratulations to everyone who participated. A special congratulations goes to our contest winners. Both winning groups requested bagels and cream cheese prizes which were delivered yesterday.

First place to Ellis Acquisitions (last year's winners, too)

Second place to Health Sciences

We collected quite a bit more in food and cash this year. Last year's cash totals were combined. We collected \$1,100 and 132 lbs of food. This year's collection, \$1578 cash and 138 lbs of food. A 41% increase in cash donations and a 9% increase in lbs of food!

Throughout the year donations

We contributed bunches and bunches of bags of clothing to Rainbow House and pounds and pounds of food to Food Bank. We also sent several backpacks for the kid's program

Holiday Voluntary Action Families

This year we had 2 families (8 persons). We collected around \$700 plus donations of items.

