

MULSA Meeting

June 13th, 2012

Present: Kris Anstine, Adrienne Arden, Sue Barnes, Jack Batterson, Rachel Brekhus, Steve Clayton, Jerri Eldridge, Ruth Feldkamp, Karla Geerlings, Tammy Green, Ruthe Morse, Ashley Nelson, Ann Riley, Darell Schmick

Absent: Abbie Brown, Karen Eubanks, Delores Fisher

This meeting represents the changing of the MULSA board from the previous year's members to the newly elected members. Reports made by the 2011-2012 board.

Reports:

Secretary (Tammy):

- Minutes from annual meeting passed.
- Minutes from April meeting passed.
- New secretary, Ashley, will post minutes to library website, including last year's minutes. Appendices and reports to be included when possible.

Book-Sale Chairs (Jerri and Kris):

- 85 paperbacks received recently as donations.
- Collection of travel books acquired from gift room.

Community Service Chairs (Karen M. and Steve):

- Some items need to be taken to Food Bank and Rainbow House
- Karla offered to transport leftover food from library events to Loaves and Fishes, a soup kitchen.

Treasurer (Jack):

- All bills paid, leaving \$1895.74 in checking.
- With new mutual fund purchase, \$4,175.19 left in savings.

- Purchases for the staff lounge approved at the annual meeting can easily be paid for out of savings.
- See pages 4-6 for the complete report.
- Because MULSA has not had an audit in at least the past 10 years, Karla recommended following the example of other non-profit groups and performing an audit.
 - Would include locating all physical assets (e.g. toasters, microwaves, etc.), especially in the staff lounge.
 - Discussion on incorporating auditing into MULSA procedures, drawing up guidelines on handling old MULSA materials, forming an internal committee for the audit, and the current location of old account books.
 - Jack will investigate the possibility of hiring an accountant. Will talk to Bob Almony.

MUSE (Abbie and Darell):

- Latest web tip published, and Staff Picnic pictures and Celebration of Service pictures are welcomed.
- Request for submissions, including pictures, poems, and stories.
- Discussion on how, in the past, all library staff were added with a permission-level that allowed them to publish directly to the MUSE. Not currently maintained.

Social Chairs (Ruth and Ruthe):

- Staff Picnic had 26 attendees.
- International Diversity Luncheon set for July 10th in the staff lounge.
- This year's Celebration of Service
 - Approximately 100 attendees, an unusually high head-count.
 - Administration paid for guitarist and thank you to Sharon Gaughan who took pictures.
 - Discussion of when the subcommittee should hold its first meeting, next year's catering, selecting a date, and suggestion for entertainment.

Staff Room Chair (Adrienne):

- Staff room proposal passed at annual meeting.
 - Dead water heater removed from under sink, and electrician expected to start soon.
 - Volunteers have been located to help with the process.
 - Adrienne will serve on the Staff Lounge Improvement Committee (SLIC) to help with the renovation project.
 - Ruth will assemble a MUSE post regarding the renovation, as suggested at the annual meeting.
- Ann Riley will donate a microwave to replace the once that recently broke.
- See page 7 for the full report.

Vice President (Rachel):

- Most recent spotlight winner declined, but spotlight expected for June.

Courtesy Chair (Delores):

- See page 8 for report.

New Business

- Meetings to be on 1st Thursdays.

Next Meeting: July 12, 2012 at 2:00 in 159 Ellis (Reference Conference Room)

MULSA Meeting

Meeting on: June 13 , 2012

Treasurer's Report submitted: June 19, 2012

Checking balance:	\$1895.74 (6-13-2012)
Credit Union balance:	\$100 (6-13-2012)
Savings account (0.05%)	\$4,175.19. (6-13-2012)
CD #1:	\$2,530.04 (6-13--2012)
CD#2:	\$2,507.61 (6-13-2012)
<u>New Covenant Balanced Income Fund:</u>	<u>\$13,240.32 (6-13-2012)</u>
Total balance:	\$24,348.90 (6-13-2012)

Income:

5-14-2012: Amazon book sales	\$109.44
5-18-2012: Deposit (book sales)	\$792.74
5-29-2012: Amazon book sales	\$19.75
5-30-2012: Savings	\$0.23
Total Deposits.....	\$922.16

Expenses:

#1364 Adrienne Arden staff lounge/Celebration of service	\$112.27
#1365 Memorial contribution American Heart Association	\$25.00
#1366 Delores Fisher for birthday cards	\$38.43
#1367 void (Originally for the performer at Celebration of service)	
#1368 Adrienne Arden Celebration of service	\$21.65
#1369 Memorial contribution First Christian Church for	\$25.00
#1370 Ruth Feldkamp for MULSA Mtg/Celebraton of Service	\$108.65
#1371 Ruthe Morse for Celebration of service	\$31.73
#1372 Ruthe Morse for picnic	\$38.32
#1373 Jack's Gourmet Restaurant Celebration of Service	\$590.00
#1374 Allen's flowers for Celebration of Service	\$75.50
Total expenses	\$1,066.55

Bold check numbers are checks that have not been cashed.

Certificate of Deposit with Commerce Bank

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

Certificate of Deposit with Tiger Credit Union

Issue Date	04/04/12
Term:	2-year
Principal Amount:	\$2,507.61
Maturity Date:	04/03/2013
Rate :	1.16%

New Covenant Fund (Balanced Income fund- Ncbix) as of June 13, 2012:

Number of shares = 697.961 (Recently bought 105.208 shares)

Price per share = \$18.97

Value= \$13,240.32

Notes:

The May 18 deposit included the MU Ellis Library book sale check (May 15, \$665.70), and two Better World checks (Feb 29 2012, \$72.43 and April 30, 2012 \$54.61). I got all three of these checks within a week of our meeting.

Mutual fund: As of June 18, 2012, the fund is now worth \$19.16 per share. On May 21, 2012, MULSA bought 105.208 shares at cost of \$19.01 per share.

#1364: Westlake Ace Hardware: Dish soap (3) for \$1 each; Menards: water filters (3 pack) \$34.99; Jo-Ann: Ribbons, flowers, and fabric \$40.90 ; Michaels: Flowers \$11.96; Hobby Lobby flowers \$18.45. \$40.96 of this was for Staff lounge and \$71.31 was for the Celebration of Service. The water filters last for about 1-2 months.

#1365: For Jack Sanders, Wayne Sander's (A monograph cataloger) father.

#1366: Cards ordered from Current Catalog.

#1367: I wrote the check for the Guitarist before I heard that Jim Cogswell (Library Director) agreed to pay for this. Michael G. Strausbaugh was the guitarist. The Annual Celebration of Service took place on May 21, 2012 from 11:00 am to 12:15 pm.

#1368: Purchases made from Orscheln Farm and Home at 3300 Paris Road include: Lemonade mix (2) \$5.99 each ; Tea mix (1) \$5.99 ; and trays (2) \$1.10 each to put on the floor as drip trays below the beverage dispensers.

#1369: Donation in memory of Virginia Hall, Terri Hall's (Library Information Specialist II at HSL) mother

#1370: Purchases from Panera Bread for 2 bagel packs \$27.98 plus \$5.80 tip; Walmart purchases totaled \$23.32 included juices, cherry pastry; Purchases from Walmart for

the Celebration of Service was for the cupcakes (8) at \$6 each with \$2.33 tax. MULSA was \$58.32 and celebration of service \$50.33

#1371: Sams for paper plates (\$13.98) + \$1.10 tax and Party City for napkins and table cloths that came to \$16.65 with tax.

#1372: From Sams, paid 50% of the membership fee (\$20) and Party City for the roll of tablecloth for \$16.99 with \$1.33 tax

#1373: The charge was \$560 for the food and \$30.00 for the delivery.

#1374: Local delivery included Corsage – 1 Red Carnation shoulder / Corsage Boutonniere – 1 Red Car/ Corsage – 3 Red Carns / Corsage Boutonniere – 1 Red rose / Corsage – 3 red roses / corsage – 1 cymbidium orchid white/Corsage. That comes to a total of ten flowers.

Jack Batterson – June 19, 2012

STAFF LOUNGE REPORT

April/May 2012

Due to time constraints, this is a combined April/May 2012 report.

A trip to Home Depot in April prompted a proposal to purchase particular cabinets and counter material for the Lounge. That proposal was accepted by the membership at the Annual MULSA meeting in May. We also received an estimate on removing the old water heater and installing electrical conduit for relocating the refrigerator. The water heater has now been removed, but no date set for the electrical work. This is coming soon. The Staff Lounge will also receive a locker by way of Security that will be used for a broom closet.

After the last of our tall drinking glasses was broken, I purchased 15 unbreakable, but nice, drinking glasses from Goodwill. They are serviceable and attractive.

The Annual MULSA meeting was held in the Staff Lounge on May 17, 2012 and was very well attended.

Supplies purchased for the Staff Lounge in April and May:

Unbreakable glasses	\$ 7.50
Napkins (6 pk. Of 200)	11.88
Paper towels	15.98
Dish soap (3 bottles)	3.22
Water filters (3 pack)	<u>37.74</u>
	\$ 76.32

Thanks to the volunteer cleaning crew who kept our Lounge sparkling this month!

Respectfully submitted,
Adrienne Arden

MULSA Courtesy Report

May 2012

Sympathy card and Donation for Terri Hall – death of Mother

9 Birthday cards sent

Respectfully submitted,

Delores Fisher

Courtesy Chair