

MULSA Meeting

July 12, 2012

Present: Sue Barnes, Jack Batterson, Rachel Brekhus, Abbie Brown, Jerri Eldridge, Karen Eubanks, Ruth Feldkamp, Delores Fisher, Karla Geerlings, Tammy Green, Ruthe Morse, Ashley Nelson

Absent: Ann Riley

Reports:

Treasurer (Jack):

- Bob Almony is out of town until the 15th, but Jack has talked to 2 companies about the possibility of a MULSA audit.
 - [Baer and Edington](#)
 - Offers three types of audits:
 - Full: \$5,000 - \$7,000
 - Review: \$2,000 - \$5,000
 - Compilation: \$500 - \$700
 - For a compilation audit, they would compile information into a report (similar to an annual report), possibly offering tips on how to best track and present our information.
 - The compilation should cover all the years we were at Commerce Bank by going back to check #1.
 - Jack talked to David Seabaugh who would be able to give a full presentation of the report at a MULSA meeting. He also said the firm's main competitor is [Marberry & Eagle](#).
 - [Casey-Beard-Boehmer PC](#)
 - Charges \$250 for a compilation.

- They would be able to look at the treasurer spreadsheets and offer Jack tips as well.
 - They said the only/main reason that a company would get a compilation is if it is not happy with how its reports are currently being done or if it does not have someone who produces annual financial reports.
 - They said we should do one year at a time and have a compilation done annually so we can compare one year to the next.
- Jack's annual reports are based on the calendar year, not the fiscal year. An auditing firm can accommodate either.
- Before progressing further, Bob Almony will be consulted.
- Discussion of motivation behind reviewing finances
 - Jack reported that the companies he talked to suggested that full audits are best suited for situations where there is an external review.
 - Karla shared how the nonprofit organizations that she is involved with audit annually in case their tax-free status is ever called into question.
 - Would a compilation report address this concern?
- Jack reported that MULSA's total income is substantially below the amount at which income tax starts being charged, but when talking to [Baer and Edington](#), he learned that he should be filing a certain tax report online annually. (This reports MULSA as a nonprofit organization with income too low to be taxed.)
 - Jack will file this soon and, per Rachel's suggestion, document the process to help future MULSA treasurers.

Staff Lounge (Ruthe)

- Renovation
 - The new staff lounge purchases will be delivered tomorrow (7-13). A volunteer crew has been compiled.
 - Adrienne will bring saws for cutting the counters. She also spoke to Al Messner, who gave her some helpful advice on the project.

- Adrienne has completed her generous offer to stay on and assist with the staff lounge renovation. She saved a lot of money by finding items on sale, and she was the one to suggest providing the volunteer crew with food.
- Ruthe and Karla are assessing what should be moved from the locked closet to the open access counters. (New cabinets will not have locks on them.)
- A general cleaning of the storage area is planned for approximately early August.
- Discussion of disappearing silverware and purchasing strategies of silverware.
- One of the newly-moved electrical outlets does not currently work. A university electrician will be called (paid for by the library, not MULSA). Ruthe will also try to get the refrigerator re-leveled.

Community Service (Sue):

- Sue took a box of items to Rainbow House, and plans to deliver some items to Second Chance.

Secretary (Ashley)

- The minutes posted online are up-to-date from 1999 to present. (Please see attached report on p.7.)
- It was agreed that minutes clearly marked as drafts may be posted online before their official approval at the next committee meeting.
- It was agreed that the listed/displayed names of the meeting minutes posted on the MULSA website may be standardized as “Month Year.” (This would remove “Month, Day Year” variations.)

MUSE (Abbie):

- Please see attached report on p. 5.
- International Lunch (co-sponsored with the Diversity Committee)
 - Abbie thanked everyone involved.
- New Employee Orientation Task Force
 - This would be a one-on-one orientation provided for staff when hired.

- It would be a non-redundant orientation with information specific to the employee and their situation.
 - This would include information on MULSA, security, Ellis-specific information, etc. but would also provide new employees information about the specific culture of the department they are joining, as well as provide mentoring opportunities within that department. It could also include a library tour and campus tour with information on potentially confusing terms like “Brady Commons.”
 - This orientation could also be given to people who transfer between departments or who are moving from a student to a staff position.
- The committee is currently focusing on providing updatable websites and links for the orientation.
- They also hope to coordinate with and have the orientation added to Sheena Waggoner’s checklist. The committee is trying to promote this orientation to HR and raise general awareness of this orientation option. They also hope to convene a focus group at some point.
- Feel free to contact Abbie with ideas and information
 - There was a group discussion on the usefulness of including topics like proper use of grip tites, proper way to take books off of a book cart, etc.
- The committee’s next meeting will be tomorrow (7-13).

Courtesy (Delores)

- Please see attached report on p. 6.

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

Muse Report-

There have been 9 posts on the Muse blog since early June 2012.

This includes the Spotlight Award winners for June and July, which were both posted earlier this week.

On Thursdays, I send a list of the posts from the last week to News Notes. June was pretty hectic for me, and I was out of town a lot. However, I do have a recurring task set up in Outlook so that I remember to do this when I'm in the office, and I have been pretty consistent about it.

Here is the link to the main MULSA Muse website:

<http://mulibraries.missouri.edu/muse/>

Please let me know if you have any questions!

Thanks,

Abbie Brown

MULSA Courtesy Report

June 2012

Sympathy card and Donation to Tyler Dwyer – Death of Grandmother

Get well card and planter to Mary Hainen

Flowers to Alan Bloom at work – welcome back after illness

Thank you card to Ann Riley for microwave

Thank you card to Sharon Gaughan for taking photos at Celebration of Service

10 Birthday cards sent

Respectfully submitted,

Delores Fisher

Courtesy Chair

MULSA Meeting

Meeting on: July 12 , 2012
Treasurer's Report submitted: July 6, 2012

Checking balance:	\$1,056.81 (7-5-2012)
Credit Union balance:	\$100 (7-5-2012)
Savings account (0.05%)	\$4,175.36 (7-5-2012)
CD #1:	\$2,530.04 (7-5--2012)
CD#2:	\$2,514.88 (7-5-2012)
<u>New Covenant Balanced Income Fund:</u>	<u>\$13,491.59 (7-5-2012)</u>
Total balance:	\$23,868.68 (7-5-2012)

Income:

6-29-2012: Savings \$0.17

Total Deposits..... \$0.17

Expenses:

#1375 Ruth Feldkamp for Sumer picnic	\$80.74
#1376 Rachel Brekhus for April spotlight award	\$25.53
#1377 Tyler Dwyer's grandmother	\$25.00
#1378 Ruthe Morse staff lounge Napkins	\$11.88
Total expenses	\$143.15

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:	\$2,514.88
Maturity Date:	04/03/2014
Rate :	1.16%

New Covenant Fund (Balanced Income fund- Ncbix) as of July 5, 2012:

Number of shares = 697.961 (Recently bought 105.208 shares)

Price per share = \$19.33

Value= \$13,491.59

Notes:

I corrected the maturity date for our Tiger Credit Union CD to 2014 since it is a 2-year CD. MULSA got its quarterly interest of \$7.27 on the Tiger Credit Union CD. That means MULSA will get about \$56 in total interest by the time the CD matures in 2014. MULSA got a total of about \$7 on that 1-year CD from Commerce Bank (The interest rate was about 0.30%)

#1375: Meats and cheeses were purchased from Sams club (\$75.97) and tomatoes and RTD Iced Coffee were purchases from Aldi (\$4.77)

#1376: The April Spotlight Award winner (Judy Maseles) got \$20 a gift card to Sycamore, balloon (\$1.95), and Skondras Ice cream from HyVee (\$3.58)

#1377: Donation for Janice Sneller was sent to Crowder College Foundation.

The mutual fund is up 5.17% this year to date. The 105.2 shares purchases last May are already up more than \$33 and the fund will pay a dividend in July.

Jack Batterson – July 6, 2012

Secretary Report - Ashley Nelson

for July 2012 meeting

- Website Updates:
 - 74 new minutes added to the MULSA minutes page. Minutes should now be up-to-date for 1999-present. (Full details of what was added on the following pages.) If there are any concerns over the clarity or content of newly-uploaded items, please let me know.
 - Constitutional updates from the annual meeting's vote made to <http://mulibraries.missouri.edu/staff/committees/mulsa/constitution2010.htm> and <http://mulibraries.missouri.edu/staff/committees/mulsa/memberinfo.htm>
 - List of board members updated at <http://mulibraries.missouri.edu/staff/committees/mulsa/board.html>
- For the future:
 - If no one objects, I would like to standardize the listed dates on the minutes website to avoid the mix of "Month Year" and "Month, Day Year."

<http://mulibraries.missouri.edu/staff/committees/mulsa/minutes/minutesindex.htm>

<i>Highlighting Color</i>	<i>Meaning</i>	<i>Number of items</i>
No highlighting	already uploaded	79
Yellow	Added from the MULSA Q drive	51
Blue	Added from scanning items in secretary binders	20
Green	Updated to include a chair report	1
Grey	Added a note about minutes not being available	2

2012

[January 2012](#)

[February 2012](#)

[March 2012](#)

[April 2012](#)

[Annual Meeting 2012](#)

2011

[January 2011](#)

February 2011 (no meeting held)

[March 2011](#)

[April 2011](#)

[May 2011](#)

[Annual Meeting 2011](#)

[June 2011](#)

[July 2011](#)

[August 2011](#)

[September 2011](#)

[October 2011](#)

[November 2011](#)

[December 2011](#)

2010

[January 2010](#)
[February 2010](#)
[March 2010](#)
[April 2010](#)
[May 2010](#)
[Annual Meeting 2010](#)
[June 2010](#)
[July 2010](#)
[August 2010](#)
[September 2010](#)
[October 2010](#)
[November 2010](#)
December 2010

2009

[Annual Meeting 2009](#)
[July 2009](#)
[August 2009](#)
[September 2009](#)
[October 2009](#)
[November 2009](#)
[December 2009](#)

2008

[January 10, 2008](#)
[February 2008](#)
[March 2008](#)
[April 2008](#)
[June, July and August of 2008](#)

2007

[January 11, 2007](#)
[February 8, 2007](#)
[March 8, 2007](#)
[April 12, 2007](#)
[May 16, 2007](#)
[June 14, 2007](#)
[July 12, 2007](#)
[August 8, 2007](#)
[September 2007](#)
[October 11, 2007](#)

[November 8, 2007](#)
[December 13, 2007](#)

2006

[January 13, 2006](#)
[February 9, 2006](#)
[March 9, 2006](#)
[April 13, 2006](#)
[May 11, 2006](#)
[June 8, 2006](#)
[July 13, 2006](#)
[August 9, 2006](#)
[September 13, 2006](#)
[October 18, 2006](#)
[November 9, 2006](#)
[December 14, 2006](#)

2005

[January 7, 2005](#)
[February 4, 2005](#)
[March 4, 2005](#)
[April 29, 2005](#)
[Annual Meeting 2005](#)
[May 13, 2005](#)
[June 9, 2005](#)
[July 14, 2005](#)
[August 11, 2005](#)
[September 8, 2005](#)
[October 13, 2005](#)
[November 2005](#)
[December 8, 2005](#)

2004

[January 4, 2004](#)
[February 4, 2004](#)
[March 2, 2004](#)
[April 7, 2004](#)
[Annual Meeting 2004](#)
[May 25, 2004](#)
[June 9, 2004](#)
[July 9, 2004](#)
[August 6, 2004](#)
[September 3, 2004](#)

[October 1, 2004](#)
[November 5, 2004](#)
[December 3, 2004](#)

2003

[January 17, 2003](#)
[February 11, 2003](#)
[March 4, 2003](#)
[April 15, 2003](#)
[Annual Meeting 2003](#)
[June 2, 2003](#)
[July 8, 2003](#)
[August 5, 2003](#)
[September 9, 2003](#)
[October 7, 2003](#)
[November 4, 2003](#)
[December 2, 2003](#)

2002

[January 2002](#)
[February 2002](#)
[March 2002](#)
[April 2002](#)
[Annual Meeting 2002](#)
[June 2002](#)
[July 2002](#)
[August 2002](#)
[September 2002](#)
[October 2002](#)
[November 2002](#)
[December 2002](#)

2001

[January 10, 2001](#)
[February 7, 2001](#)
[March 13, 2001](#)
[April 10, 2001](#)
[Annual Report 2001](#)
[June 4, 2001](#)
[July 11, 2001](#)
[August 8, 2001](#)
[September 12, 2001](#)
[October 10, 2001](#)

[November 7, 2001](#)
[December 12, 2001](#)

2000

[January 2000](#)

[February 2000](#)

[March 2000 \(not available\)](#)

[April 2000 \(not available\)](#)

[Annual Meeting 2000](#)

[May 2000](#)

[June 2000](#)

[July 2000](#)

[August 2000](#)

[September 2000](#)

[October 2000](#)

[November 2000](#)

[December 2000](#)

[Reports 2000](#)

1999

[Annual Meeting 1999](#)

[June 1999](#)

[July 1999](#)

[August 4, 1999](#)

[August 18, 1999](#)

[September 14, 1999](#)

[September 29, 1999](#)

[October 1999](#)

[November 1999](#)

[December 1999](#)