

MULSA Meeting

December 6, 2012 at 2:00

Present: Sue Barnes, Abbie Brown, Rachel Brekhus, Karen Eubanks, Ruth Feldkamp, Karla Geerlings, Tammy Green, Ruthe Morse, Ashley Nelson

Absent: Jack Batterson, Jerri Eldridge, Delores Fisher, Ann Riley

Terry Austin's Retirement Party:

- Abbie has worked with Mark Ellis on reviewing old retirement party protocol documents, and MULSA and Ellis' retirement documents should be synched and updated in the future.
 - Please see p 11-14 for MULSA's current policy and for email discussions regarding it and its revision.

- Email from Abbie Brown 11-27-12:

Terry Austin is retiring on February 1 after 12 years with LSO. She is very interested in having a retirement party. We are currently looking at the date of Thursday, January 31, 2013 for a party starting at 2pm, and I've talked to Mark Ellis about reserving a room in Memorial Union.

Susan McCormack and I requested permission to put the party together as we have both worked with her for many years and wanted to ensure that former colleagues from LSO, UM System, and MOBIUS are invited in addition to everyone at MU Libraries.

Know that a room in Memorial Union will either require catering from the University or charge a fee for bringing outside food. I am not sure how that is handled with MULSA. I spoke to Karla this morning about how it worked, and she told me a lot about it. I think we are on the right path.

Let me know if there is anything else we should be aware of now. Terry is fully aware of the party plans and wants to be included, but Susan and I will handle the logistics.

- Abbie re-capped information from her email and provided new information.

- Abbie and Susan will take care of invitations.
- Abbie reiterated that LSO is part of MULSA, so Terry has been in MULSA for 12-13 years.
- The party will be held Thursday, January 31st from 2-5pm in Memorial Union's Joplin Boone room.
 - This time works with Jim Cogswell's calendar.
 - The room is large enough for 48 people to be seated at 4 round tables. Room for people to stand too.
 - Administration will cover the \$25 set up fee as well as the \$50 charge for us to bring in our own food.
 - Mark Ellis will handle the details of getting an exemption to the food handlers permit.
- Susan McCormack has agreed to bake and help provide food.
 - Rachel offered punch recipes.
 - Susan will be reimbursed by MULSA for ingredients.
 - The idea is to have appetizers, desserts, and drinks.
- Possible gift ideas were discussed.
- Possible decorations were discussed.
 - Different tables decorated as different countries? Mediterranean?
- A subcommittee/task force was formed.
 - Rachel, Ruthe, Ruth, Tammy (tentatively), Karla, Abbie, Sue, Susan McCormack, and Ann (offered by email 12-06).

Holiday Party:

- Ruth is probably “pretty good” for volunteers for food.
- Tammy is looking for volunteers to help with decorations. They could even decorate early, such as the day before.

- The library will close at 5pm, and Ellis security is okay with the party going until 6pm.
- An invitation has been sent out by Ruth (See p. 5).
- Tammy will finish decorating the display case.
- Tammy will confirm invitations of people who can help clean up at the end.
- Jack's headcount from Thanksgiving was unknown, but it was remembered to be close to 106.
- Reminders will be sent out that participants are asked to bring desserts, but people who forget to bring a dessert are still welcome to attend.
- Rachel: the Green Committee will have a gift to give.

Food Drive:

- Sue: There will be a \$25 gift card for the food drive at the Holiday Party.
 - Duane and Russell can pick up from branches.
 - Kathy Peters and Colleen Smith are helping.
 - About \$50 collected so far.
 - There is a lower amount of food collected so far than expected.

Adopt a Family:

- Donations were due to Ruthe by Friday, and she will turn everything in by Monday.
- There was a vote on how much MULSA should give the family on a grocery store gift card.
 - MULSA has given \$150 in the past.
 - Ruth currently has \$743 in donations.
 - This family has 4 kids and 4 adults.
 - The VAC's guidelines are for \$15 per person, which would be \$120.
 - Rachel, Ruth, and others suggested raising the donated amount to \$200, and there was a unanimous vote to do so.

- Jack's checkbook will be found for this, and best wishes for him on his recovery.

MULSA Holiday Party

'TIS THE SEASON

*Bring Your Family!
Bring goodies to share!
MULSA will provide
sandwich fixings and drinks.*

*The food drive contest winner will be announced around 5:45.
Bring reusable table service and be eligible for a prize
from the Greener Libraries Group.*

Host:
the MULSA staff

When:
Friday, December 14 from 4:00 PM
to 6:00 PM

Where:
the Bookmark Cafe lobby

COMMUNITY SERVICE REPORT November 2012

The **Holiday Food Drive** benefiting the **Columbia Area Food Bank** and **Second Chance** began on November 15th and will run through Thursday, December 14th with the winner of the raffle being announced at the **Winter Holiday Party** on December 14th. The prize is a gift card from the University Bookstore.

Colleen Smith and Kathy Peters are helping with the collection of non-perishable items and monetary donations. Duane and Russell (from the receiving room) with help in collecting Branch donations.

Sue Barnes

Community Service Chair

From email sent to MULIBSTAFF on 12/6/12 at 12:05 pm

Hello All,

Please consider donating to the **Holiday Food Drive** benefiting the **Columbia Area Food Bank** and **Second Chance**. We have until Thursday, December 13th, to fill the Food Bank tub sitting next to my desk in the Acquisitions Dept. I promised the Food Bank that we could do it, but I need your help! A gift card to the University Book Store is at stake, the winner to be announced at the **Winter Holiday Party** on Friday, December 14th. Details of the number of raffle tickets received per item donated is explained below. We accept cash donations, and checks made out to the Columbia Area Food Bank and Second Chance. You will receive **DOUBLE** the raffle tickets for monetary donations.

Branches: Do you need help in getting your donations to Ellis? Please let me know at 884-2368 or barness@missouri.edu and I will help you out.

If I am not at my desk, Colleen Smith in Cataloging (884-8757, smithc@misdsouri.edu) will assist you.

I know we can do this. The people of MU Libraries are generous to a fault!

Sue Barnes

MULSA Community Service Chair



MULSA

Holiday Food Drive

Be a part of the annual food drive contest to benefit the ***Columbia Area Food Bank*** and ***Second Chance!***

From Fri., Nov. 16th through Thurs., Dec. 13th, you can earn one raffle ticket for each non-perishable food item (3-5 tickets for large bags of dog food or kitty litter) or 2 tickets for each \$1.00 you donate. A drop off area will be in the Acq. Dept. by Sue Barnes' desk area. If you work at one of the branches, you may contact Sue at 884-2368 or barness@missouri.edu and she will make arrangements to have your donations picked up.

The winner will receive a University Book Store gift card and will be announced at the ***Winter Holiday Party***. However, you need not be present at the party to win.





MULSA Holiday Food Drive

- Benefiting **Columbia Area Food Bank & Second Chance**
- Fill the Food Bank tub next to Sue Barnes' desk in the Acquisitions Department by **Thursday, December 13th.**

Raffle Details

Earn one raffle ticket for each non-perishable food item.
Three to five tickets for large bags of dog food or kitty litter.
Two tickets for each \$1.00 you donate.

The Prize: A gift card to the University of Missouri Bookstore.
Winner to be announced at the Winter Holiday Party on **Friday, December 14th.**

Contact

Sue Barnes
884-2368
barness@missouri.edu

Branch Libraries: Do you need help getting your donations to Ellis? Please let Sue Barnes know. She will help out.



MULSA Courtesy Report

November 2012

14 Birthday cards sent

Respectfully submitted,

Delores Fisher
Courtesy Chair

STAFF LOUNGE REPORT – 2012/2013

November

The frig. was cleaned again for Thanksgiving and weeded again before the power outage the next week.

Supply purchases:

October	0	0
	total	\$00.00
November	napkins (6 pk.)	11.88
	creamers	6.48
	cutlery tray (for serving pieces)	2.28
	coffee	11.98
	9 oz. cups (3/4 pkg.)	5.79
	wire scourer	1.00
	Spac & Span	1.00
	dish soap	1.00
	hand soap	<u>1.00</u>
	total	\$42.41
	Total for year	\$208.73

Submitted by Ruthe Morse
12/6/2012

Guidelines for MULSA Retirement Reception

As of 1/2009, 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. **These guidelines will be followed as closely as possible if notification of retirement is given in a timely fashion. Some aspects should be addressed even if no party is wanted.**

Retirement Reception Committee:

The Social Chair will solicit a committee for each retirement reception. The 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 Courtesy 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.)

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 or be paid a fee to allow outside caterers. Sheet cakes may be catered from other sources. Be sure to check with UC about additional charges that may be assessed (i.e. for cutting and serving the cake). Should the reception be held in the MU Libraries, or the lounge area of another building, catering may be contracted with whoever desired.

An estimate must be provided to the MULSA prior to awarding of the catering contract.

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	\$50
10-14	\$60
15-19	\$70
20-24	\$80
25-29	\$90
30+	\$100

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.

From email string discussing the “Guidelines for MULSA Retirement Reception” document:

It occurs to me we should probably change the language in much of this to from “the Social Chair will...” to the Social Chair (or designee) will ...”

Some of the functions lined out for the Social Chair are already being handled by members of the unit for Terry7’s party.

Kg

Yes, I agree with Karla.

Ann Riley

Agreed. Flexibility is good.

Rachel

Email from Abbie on 12-7:

I was working with Mark Ellis to reserve the location in Memorial Union for Terry’s retirement party earlier this week, and he made the comment that the MU Libraries Retirement Policy is out of date.

This is not to be confused with the MULSA Retirement Policy, which Ruthe sent out yesterday.

I forward the MULSA Retirement Policy to Mark yesterday, and he was very happy to see it and thinks it looks great. He would like to revamp the MU Libraries Retirement Policy to match the MULSA Retirement Policy with the collaboration of MULSA members. This would ensure there is consistency between the policies so that the responsibilities for the logistics and costs, etc., are clear. For instance, MU Libraries had to reserve the room at Memorial Union (this could only be done by departments, not individual staff members), and Admin has graciously agreed to cover the cost of that room rental, but MULSA will pay for the rest of the party as we discussed yesterday. And MULSA will contribute to a gift, but Mark mentioned the possibility of LMT discussing a gesture or action to recognize retirements that fits within university policy.

I asked Mark if he'd like to attend our next meeting to talk about this generally, and maybe we can form a subcommittee or at least get some volunteers to collaborate with Mark on consistent library policies for retirements. The next MULSA meeting is January 3.

MULSA Meeting
Meeting on: Dec. 6, 2012
Treasurer's Report submitted: Dec. 13, 2012

TCU Checking balance:	\$2,609.07 (12-12-2012)
TCU Savings account	\$3,007.22 (12-12-2012)
TCU CD #1:	\$1,500.00 (12-12-2012)
TCU CD#2:	\$2,522.17 (12-12-2012)
<u>New Covenant Balanced Income Fund:</u>	<u>\$13,920.35 (12-11-2012)</u>
Total balance:	\$23,558.81 (12-12-2012)

Income:

11-15-12 Income from the Thanksgiving Dinner	\$60.00
11-27-12 Amazon book sales	\$215.52
12-11-12 Amazon book sales	\$386.42
12-12-12 Donations for Adopted family	\$160.00
Total income.....	\$821.94

Notes:

We Transferred \$2,200 from Commerce to TCU checking and \$4,071.51 to TCU savings on Oct. 31.

Bold entries have not been deposited into the checking account.

Expenses:

#0502 Delores Fisher for birthday cards	\$35.34
#0503 Tammy Green for Halloween paty	\$41.95
New checks	\$118.13
#2001 Jack's for Thanksgiving Dinner	\$777.50
#2002 Abbie Brown for Veggie dish at Thanksgiving dinner	\$54.22
#2003 Ruthe Morse for staff lounge	\$42.41
#2004 Ruthe Morse for Adopted Family (\$200 + \$160)	\$360.00
Total expenses	\$1,429.55

Bold check numbers are checks that have not been cashed.

Certificate of Deposit with Tiger Credit Union

Issue Date	04/04/12
Term:	2-year
Principal Amount:	\$2,522.17
Maturity Date:	04/03/2014
Rate :	1.15%

Certificate of Deposit with Tiger Credit Union

Issue Date	11/09/12
Term:	1-year
Principal Amount:	\$1,500.00
Maturity Date:	11-8-2013
Rate :	0.60%

New Covenant Fund (Balanced Income fund- Ncbix) as of Dec. 11, 2012:

Number of shares = 703.759

Price per share = \$19.78

Value= \$13,920.35

Notes:

Jack will deposit the donations this week to the checking account. Tiger Credit Union checks start with check number 2001 and checks number 500-503 are temporary checks issued by Tiger Credit Union.

#502: Cards ordered from Current

#503: HyVee: Baby carrots \$1.99, Candy corn (2) \$3.00, Dole celery \$1.68, Hershey kit (2) \$5.00, Hershey milk (2) \$5.00, Med. Olives (3) \$3.54, kosher dills (2) \$3.98, HyVee dressing \$2.77, Indian corn (2) \$3.00, Muskateers (2) \$5.00, snickers fun (2) \$5.00.

#2001: This paid for 115 people at \$6.50 per person. The Board discussed the plan to raise the cost for guests to \$6.00 next year. Jack counted 104 people attending the Thanksgiving dinner. MULSA provided extra food for the folks at HSL. MULSA received \$60 which included \$10 in donations, \$35 for cookbooks selling at \$5 each, and \$15 for guests at \$5.00 per person.

#2002: HyVee – ToFurky vegetable dish.

#2003: Sams – napkins at \$11.88, Creamer \$6.48; Dollar tree at \$1.00 apiece (dish liquid, Spac Span, Anti-bacteria hand soap, and Wire Scourer) ; Walmart – Cutlery tray \$2.28; Sams – Folgers \$11.98, and cups \$7.72

#2004: MULSA paid \$200 for the adopted family each year since 2008.

Jack Batterson – Dec 12, 2012