

MULSA Meeting

November 8, 2011

Attending: Karla Geerlings, Rachel Brekhus, Kris Anstine, Jack Batterson, Ruthe Morse, Adrienne Arden, Steve Clayton, Delores Fisher, Ruth Feldkamp, Jerri Eldridge, Karen Marshall, Abbey Brown, Darell Schmick & Tammy Green

Reports:

Secretary

- Previous minutes accepted
- Reported that the ceiling tile was being replaced in lounge

Treasurer—see report

Book Sale Chairs

- Bringing back the 50-cent-books has improved turnover of books
- Looking at another vendor, like World Books, but they would want us to pay postage
- Continue to look at other venues for disposing books

Community Service Chair—see report

Courtesy Chair—see report

MUSE Chairs

- Plans to be announced
- Send any contributions to Abbey or Darell

Social Chair

- Have the “Adopt-a-Family” information ready for posting
- Invitation to Thanksgiving luncheon ready except for blurb about annual food drive contest
- Jack’s Gourmet will be our caterer of choice with staff providing side dishes
- Still working on Winter Holiday party

Staff Room Chair—New water filter working well

President/VP

- New Super Star nominees
- Working on a retirement profile for Terry Brooks

Old Business:

New Business:

- Terry Brooks’ retirement has brought up the issue of changing the matrix for monetary gifts. Decided to think about it & discuss at future meeting.
- Charging for member’s guests (family or significant other) for attending Thanksgiving Luncheon. Decided to continue at \$5.00 per guest.
- Looking at potential vendors for some books donated to MULSA for book sale. Needed further investigating

Next Meeting—December 14, 2011 at 2:30 PM in 159 Ellis (Reference Conference Room)

MULSA Meeting
Meeting on: Nov 8, 2011
Treasurer's Report submitted: Nov 8, 2011

Checking balance:	\$2,072.09 (11-7-2011)
Savings account (0.10%)	\$6,172.40 (11-7-2011)
CD #1:	\$2,530.04 (11-7-2011)
CD#2:	\$2,500.00 (11-7-2011)
<u>New Covenant Balanced Income Fund:</u>	<u>\$10,908.52 (11-4-2011)</u>
Total balance:	\$24,183.05 (11-7-2011)

Income:

10-31-11: Savings interest	\$0.35
11-02-11 Deposits (2)	\$1,191.93
Total Deposits.....	\$1,192.28

Expenses:

#1322 Ruth Feldkamp for Halloween party	\$18.35
# 1323 Adrienne Arden for staff lounge	\$40.44
# 1324 Ruth Feldkamp for Halloween party	\$11.36
# 1325 Adrienne Arden for staff lounge	\$20.22
# 1326 Ruthe Morse Halloween party	\$60.42
Total expenses	\$150.79

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 Commerce Bank

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

New Covenant Fund (Balanced Income fund- Ncbix) as of Nov 4, 2011:

Number of shares = 587.111

Price per share = \$18.58

Value= \$10,908.52

Notes:

On Nov. 2, I deposited the copy service book sale check (\$1,171.93) and a check from Kathy Peters (\$20.00) to pay for 5 sheet music books that she saw on the gifts book sale truck in acquisitions.

#1322: Items from Wal-mart: Fruit dip (2) \$3.48 each, Mixed Fruit \$5.97, green grape \$4.57

#1323 Items from Wal-mart: DuPont water filter with cartridge (\$25 + \$15.44). The DuPont filter normally sells for \$32.00.

#1324 Items from Sam's: Ambrosia apples \$5.98, Bananas \$1.40, Raspberries \$3.98

#1325 Items from Wal-mart: 16 jumbo rolls Bounty paper towels \$16.74 and 2 packages of napkins \$3.48

#1326 Items from Wal-mart: Cookies (2) \$5.98 each (total of 4 boxes), a bag of mini assorted candy \$10.48, and mixed nuts \$12.98. Five people won \$5 prizes for the costume and pumpkin contests.

I transferred \$2,000 to savings so we can earn 0.10% on our cash. We are not getting any interest in the checking account. I am expecting to get the BetterWorld check soon.

The fund was up .03 cents per share on Monday, and that means it was up a total of \$17.61 on Monday. The fund is up 2.33% this year to date and is up 4.20% in one month. It has an annualized 3.24% return every ten years.

Our last deposit into the mutual fund was on March 30, 2010. Those shares we bought on March 30, 2010 are up 5.20%. The shares we bought April 13, 2009 are up 26%. The fund was up 17.71% in 2009 and up 9.02% in 2010.

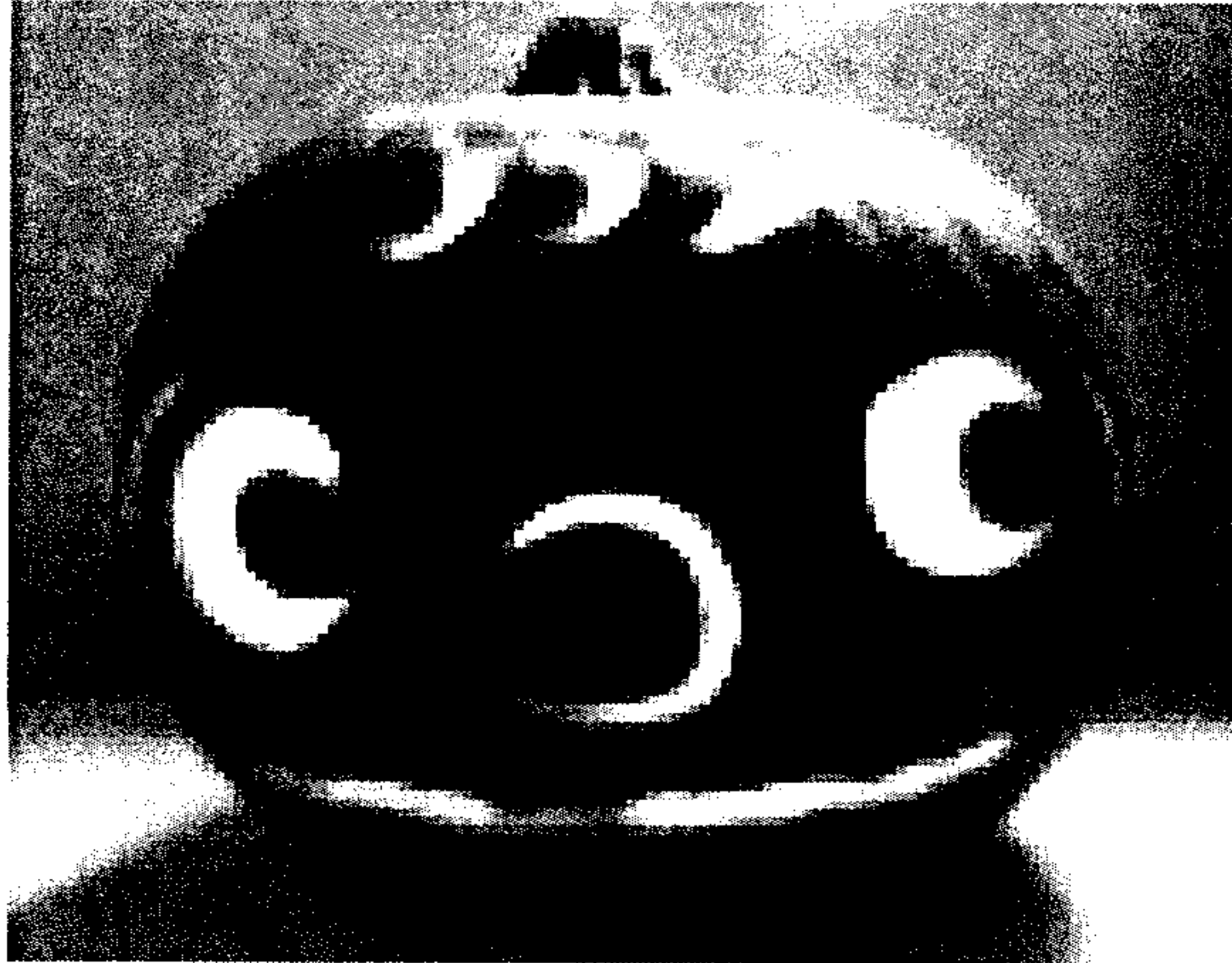
Jack Batterson – 11-8-11

OCTOBER		2011	
MULSA SOCIAL EVENTS for 2010/2011	<u>EVENT 1</u>	<u>Vendor</u>	<u>Products</u>
	Halloween Party: the 31st, 2:30-4:00 pm	Sam's	cookies (4 boxes @24 ct.); mini candy asst. (1 bag); mixed nuts (56 oz. can); fruit
		Wal-Mart	fruit & dip
		Craft or Party Stores	
		Supermarkets	
		Jack's or Panera	
		cash prizes	
<u>EVENT 2</u>	<u>Vendor</u>	<u>Products</u>	
	Sam's		
	Wal-Mart		
	Craft or Party Stores		
	Supermarkets		
	Jack's or Panera		
	misc.		

\$ 1,376.95

STAFF LOUNGE REPORT

October 2011



Upon approval by the MULSA Board, a DuPont 200 gallon per cartridge water purification system has been purchased for use in the Staff Lounge. There has been a slight delay in the installation due to fittings on the old faucet, but expect to see this in use by the first week in November.

The Halloween Party on the 31st was a great success with more costumes than in previous years adding to the fun. The attendance was approximately 40.

No word yet from Pat Jones on whether the University Plumbers will install a tankless water heater (as they did in Physical Processing) and if so, what the cost to MULSA would be.

Supplies purchased for the Staff Lounge in October:

Napkins (2 pkgs.):	\$ 3.48
Paper towels (12 rolls):	16.74
DuPont water system:	25.00
Additional water filter:	<u>15.44</u>
Total:	\$60.66

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

Respectfully submitted,
Adrienne Arden

MULSA Courtesy Chair Report

October 2011

17 Birthday Cards sent to staff

Respectfully submitted,

Delores Fisher

Courtesy Chair

Green, Tammy

From: Announcements for Staff Forum [MULIBSTAFF-L@PO.MISSOURI.EDU] on behalf of Brekhus, Rachel L. [BrekhusR@MISSOURI.EDU]
Sent: Tuesday, November 08, 2011 1:27 PM
To: MULIBSTAFF-L@PO.MISSOURI.EDU
Subject: MU Libraries Book Challenge - special prizes!

Colleagues,

If you read a good book...or even a bad book you'd like to rescue other readers from...consider posting a short writeup to the MU Libraries Book Challenge <http://mulibrariesbookchallenge.blogspot.com> . Prizes for most books reviewed and most pages read in November promise to be very nice, since I just returned from the Charleston Conference and picked up some enviable and original giveaway items.

I also have a multi-CD set of the unabridged *Moon Over Manifest*, a Newberry-award winning book. The best children's books are good reading for adults, too, and that's certainly the case for this audiobook, which I'm holding for the RANDOM PRIZE for November. *Anyone* who submits *any* reviews during the month of November is equally eligible for this prize, along with a pony.

Kris Anstine is the winner for October's MU Libraries Book Challenge. He's getting first pick of my conference loot, but I assure you there will be plenty of good stuff left for November's winner(s).

If you haven't already been added to the Book Challenge blog and would like to be, please send me an email and I'll get you added.

Thank you for your attention, and happy reading!

Rachel Brekhus
Humanities Research Librarian
174 Ellis Library
University of Missouri
Columbia, MO 65201
573-882-7563



Please don't print this e-mail unless you really need to.

Green, Tammy

From: Morse, Leona R.
Sent: Wednesday, November 09, 2011 12:01 PM
To: Anstine, Kristopher L; Arden, Adrienne J.; Batterson, Jack A.; Brekhus, Rachel L.; Brown, Adelaide B.; Clayton, Stephen P.; Eldridge, Jerri R.; Feldkamp, Ruth E; Fisher, Delores A.; Geerlings, Karla L.; Green, Tammy; Marshall, Karen K; Morse, Leona R.; Schmick, Darell D.
Subject: retirement matrix

Below is what the guidelines currently say about how much to spend. Originally I had thought we might want to combine the amount from Admin's guidelines with the amount in the Courtesy Chair's guidelines but the Board decided to go with Admin's numbers.

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.

<i>Years of Service</i>	<i>Allowable Expense</i>
<i>0-4</i>	<i>Not eligible</i>
<i>5-9</i>	<i>\$50</i>
<i>10-14</i>	<i>\$60</i>
<i>15-19</i>	<i>\$70</i>
<i>20-24</i>	<i>\$80</i>
<i>25-29</i>	<i>\$90</i>
<i>30+</i>	<i>\$100</i>

Courtesy was giving \$15 (5-9 yrs), \$20 (10-14), \$25 (15-19), \$30 (20-24), \$40 (25-29), \$50 (30+)



Guidelines for
MULSA Retirement..

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.