

MULSA Board Meeting September 9th, 2013 in Ellis 159 from 2-3pm

In-Attendance: Ruth Feldkamp, Rachel Brekhus, Ruthe Morse, Karla Geerlings, Karen Eubanks, Tammy Green, Kathy Peters

Approval of Minutes:

- Minutes from the August MULSA meeting passed

Secretary's Report: Shelly McDavid

Water information on the Ellis library staff lounge

- Aquazero report
 - Local Company
 - Can customize the system to meet the Ellis Library Staff Lounge needs
 - \$255 for the system and minimal install fee
 - No hot or cold water options
 - System takes 2-3 hours to fill up the 2-3 gallon reserve tank
- Drinkcleantogogreen
 - Shelly McDavid checking on this as another option
- Culligan
 - Still a contender
 - Bonus: hot and cold water

Treasurer's Report: Kathy Peters for Jack Batterson

- Kathy Peters is the acting auditor for this situation
 - August 17, 2013 Jack Batterson accidentally deposited a \$20 personal check and withdrew \$220 from the MULSA account, instead of his personal account
 - He told Rachel Brekhus and Kathy Peters of his error
 - He returned the \$220 to the MULSA account
 - He still owes himself \$20 from the \$20 personal check he deposited
 - It was suggested that Rachel Brekhus could write the \$20 check to Jack, if he felt uncomfortable writing it to himself
- MULSA's Origination
 - Started as a dues based organization
 - It was determined if MULSA had \$10,000 on reserve, the organization would no longer be dues based
 - Currently the organization surpasses this mark and is not dues based

Vice President - Kathy Peters

- Spot Light Award
 - Need to compile a list of who works here now
 - Randomly draw of those people that have not been featured
 - Goal to have these done by next month

President Report - Karla Geerlings

- Honorariums mailed out
 - Nancy Myers and Mary Ryan

Book Sale - Rachel Brekhus

- Need people to help shift books weekly
 - Please sign up!
- MULSA's Procedures for Donated Books
 1. Amy Lana views donated books
 2. If MU Libraries does not want them, they go in to the book sale
 3. Sandy pulls out books she thinks will sell on Amazon
 4. The rest go to the 4th floor and are brought down each week on Tuesday. The first week they sell for \$4. The books brought down in previous weeks get their prices lowered to \$3, \$2, \$1 and \$.50.
 5. Karen and Rachel bring the books down and a local bookseller buys some off the top
 6. \$.50 unsold books go on a cart to 4th floor then get sent to Better World Books
 - Better World Books supplies us boxes
 - We make a small percentage off whatever we donate that they sell in various places
 - Better World does not want Harlequin romances
- Problem last week
 - Digiprint Room books not marked
 - Forgot to mark them with the correct colors

Community service chair – No report given

Courtesy - Delores Fisher

- 9 birthday cards sent out

Social - Tammy

- New Staff Tea
 - End of September sometime, date TBD
 - Still need to plan
 - September 25th: E-Learning Candidate on campus
- Halloween Party
 - Still need to plan
 - Date Oct.31st, 2013
- Thanksgiving
 - Jack's again
 - Right amount of gravy last time
- Thursday before Thanksgiving is November 21st, 2013
- Christmas
 - Need to plan
 - Date still TBD

Staff lounge - Ruthe Morse

- Reported a light out
 - Fixed within hours
- Light in the candy machine is still broken
 - Coin part fixed
- Sink backed up twice
 - Fixed by a plumber
- Not all changes have been implemented
 - Can't drill into wall because of asbestos
 - Fabric chairs need reupholstered
 - Need to ask Library Administration if funds are available
 - Library Administration paid for reupholster last time

Checking Account – Changing Names on our Checking Account

- Jack contacted the Credit Union about changing the names on the account
 - Need to take Rachel Brekhus off and add on Kathy Peters and Karla Geerlings
 - The bank requires proof that our organization's by-laws state explicitly the treasurer, president, and vice-president are allowed to open and oversee bank accounts
 - We need to have updated documentation of which officers are authorized to be on the bank account and that documentation needs to state the officers position and name
 - Currently: Rachel Brekhus and Jack Batterson are check signers on the account
 - Karla may be grandfathered in
 - Kathy Peters needs added on
 - Possibility she can't be added on until May 2014
 - Need to resolve the MULSA Constitution issue
 - There may be a more current version of the constitution and bylaws that shows the quorum that others think was passed at one point. Need to search for this file.
 - There is a possibility this version simply didn't get uploaded to the website
 - If the constitution and by-laws have not yet been corrected, we need to make these changes in April 2014

Website

- MULSA is an affinity group with the MU Libraries, but is not MU Libraries
 - MU provides hosting for our Wordpress site
 - New MU Libraries website, has changed the format and frame of our MULSA page
 - Need to contact LTS
 - Ruth Feldkamp is going to be our LTS Representative
 - During migration of the site, not all of our content migrated – lost information
- New Wordpress Shell
 - Discussed that it was easier to change to a new Wordpress shell and have them migrate the content over to our own personal page

- Easy to link to this new MULSA Wordpress site from the MU Libraries page
- MOSpace and Old MUSE Content
 - Felicity Dykas asked if we wanted our old MUSE content posted to MOSpace?
 - Could we do this with old MULSA content too?
- MUSE Job Description Change
 - Currently we need someone to just work on older MULSA content and creating a new MULSA Wordpress site
 - Karla Geerlings is looking in to finding someone to fill the position
 - Rachel Brekhus is going to write a rough position description for the current MULSA needs

New Business - Karen Eubanks

- New Employee's moving to Ellis Library
 - Might need to think about another refrigerator and microwave to accommodate
 - Willing to share the staff lounge space with the new employee's in Ellis
 - How many people?
 - Do they need a refrigerator?
 - More paper towels, soap and other supplies
 - Can they abide by the rules of the staff lounge?
 - Send the new employee's a letter giving them the rules
 - Cleaning Rules
 - Information on if there is a party in the staff lounge
 - They can petition for membership to MULSA
 - If they would like to join in on our parties, need to contribute a social chair and funds
 - They might possibly be using a small seminar room as their break room
 - Need to discuss implications of preservation issues with a separate staff lounge

Meeting adjourned 3:26pm

MULSA Meeting
Meeting on: Sept. 9, 2013

TCU Checking balance:	\$519.56 (9-10-2013)
TCU Savings account	\$4,027.48 (9-10-2013)
TCU CD #1:	\$1,506.77 (9-10-2013)
TCU CD#2:	\$2,543.92 (9-10-2013)
<u>New Covenant Balanced Income Fund:</u>	<u>\$14,316.26 (9-6-2013)</u>
Total balance:	\$22,888.99 (9-6-2013)

Income:

08-17-2013: Personal check	\$20.00
08-28-2013: Deposit	\$220.00
Total income.....	\$240.00

Bold entries have not been deposited into the checking or savings accounts.

Notes:

I will be putting \$119.36 (BetterWorld) into checking this week.

Expenses:

#2046 Tammy Green for All-staff meeting	\$27.55
#2047 Nancy Myers Retirement check	\$90.00
#2048 Mary Ryan Retirement check	\$100.00
#2049 Jack Batterson for Cards+ see note below	\$22.15
#2050 Ruth Feldkamp for All-staff meeting	\$20.98
#2051 Ruthe Morse for staff lounge	\$18.59
8-17-13 Withdrawal See note	\$220.00
Total expenses	\$499.27

Bold check numbers are checks that have not been cashed.

Notes:

I got MULSA's account mixed up with my personal account at the credit union. That is why you see a strange withdrawal of \$220 and income \$220 on this report. Thanks to Kathy Peter's sharp eye, we discovered that I actually needed to put \$200 back into the checking account because that \$20 deposit was a personal check from a friend who wanted me to buy flowers for my mother.

#2046 HyVee: Coke classic and Diet coke 8-packs (\$3.44 each), HyV water \$3.89, Mt Dew 8 pack of 7.5 ounces (2) \$7.98; Pepsi 8 pack \$3.99 and Sprite 8 pack \$3.44.

#2047 Nancy Myers (26 years of service)

#2048 Mary Ryan (41 years of service and last day at Ellis was Aug. 30, 2013)

#2049 Dollar General: Two retirement cards (\$1.00 each); Reimburse Jack for the \$20 personal check.

#2050 95 ounce cookie tray (84 cookies)

#2051 Dollar Tree forks (\$1.00) and spac span (\$1.00); Walmart small gloves(2)(\$2.73) and Sams for Dixie napkins (\$10.98)

Certificate of Deposit with Tiger Credit Union

Issue Date	04/04/12
Term:	2-year
Amount:	\$2,543.92
Maturity Date:	04/03/2014
Rate :	1.15%

Certificate of Deposit with Tiger Credit Union

Issue Date	11/09/12
Term:	1-year
Amount:	\$1,506.77
Maturity Date:	11-8-2013
Rate :	0.60%

New Covenant Fund (Balanced Income fund- Ncbix) as of Sept. 9, 2013:

Number of shares = 709.428

Price per share = \$20.18

Value= \$14,316.26

Notes:

The fund is up 3.22% this year to date. It was up 3.9% annually over the last ten years. In 2012, it was up 8.70%.

Next Dividend payments will be at around September 28 and December 28.

Jack Batterson –

MULSA Courtesy Report

August 2013

9 Birthday cards

Respectfully submitted,

Delores Fisher

Courtesy Chair