

## **MULSA Board Meeting January 13, 2014 in Ellis Library 159 from 2:00 – 3:00 pm**

**In-Attendance:** Rachel Brekhus, Tammy Green, Shelly McDavid, Jack Batterson, Kathy Peters, Sue Barnes, Ruthe Morse, Karla Geerlings

### **Approval of Meeting Minutes:**

- From December 2013 minutes, Correction/change: Constitutional Status of Library Student Employees
- Minutes from December 2013 meeting accepted as amended

### **Community Service Report: Sue Barnes**

- Donations
  - All organizations very much appreciated all items they were donated!
- MULSA Food Drive:
  - Central Missouri Food Bank
    - 80 pounds of food and \$287.50 in cash
  - Second Chance
    - 15 lbs of dog food, various toys, a blanket and \$112.50 in cash
- Rainbow House Sock Drive
  - 142 pairs of socks (all sizes), 4 pairs of tights, and 1 pair of gloves
  - Conference bags delivered twice from December 13, 2013 - January 6, 2014
    - Always in need of conference bags
- Upcoming idea: Loose Change Drive
  - Any change accepted and then taken to bank to get a one check to give to Rainbow House
    - Potential start date: February 1<sup>st</sup> or around that time
- Rainbow House
  - Always in need of winter gear, backpacks, food, conference bags, etc.
    - New items can be brought to Sue's desk, used items can be dropped off in the staff lounge

### **Staff Lounge Report: Ruthe Morse**

- Decorations
  - Trees and other decorations are going to be taken down very soon
- Filtered Water Survey
  - Survey results need finished typing out – MULSA folks should be expecting them emailed to them soon

### **Book Sale: Rachel Brekhus**

- Book Sale Packing of Boxes Blitz
  - Scheduled for Wednesday at 11 a.m., need to pack boxes to go to Better World Books
- Sign-up for the pre-move book sale books
  - Currently setting up the sign-up sheet for the semester

### **Social Report: Tammy Green**

- All Staff Meeting
  - January 14<sup>th</sup>, 2013 MULSA providing Tea, Water, Coffee and Cookies
- Holiday Party
  - Good music, great playlist, approximately 30 people attended.
  - State Historical Society thanked us for caroling them!
- Spring
  - Celebration of Service
  - Annual Picnic
  - Branch Open House – possibility of doing this at Math?
    - Tammy will be checking with John Myers
- Jack asked about the possibility of cutting out one of the parties?
  - Determined that if we did cut one of the parties it would be one of the cheaper ones and what is the point.
  - Tammy would like us to emphasize the potluck theme more when throwing parties where people carry in food.

### **Treasurer's Report: Jack Batterson**

- Jack asked to prepare a spreadsheet of the annual report, toward the end of long range planning for the budget for next year.
  - How much we earned for different items - itemized
  - Interest we accrued
  - Book Sale profits – declining
  - What we paid in 2012, 2013, 2014
    - Complete the spreadsheet by April 2014 to inform members and ask them what we can cut?
- Bank CD
  - Need to renew this in April 2014
    - Should revisit and discuss options for renewal at the February and/or March 2014 Board Meeting
- Upcoming retirements
  - Lots of people retiring in the next few years, 12 maybe in the next 5

### **President's and Vice President's Report: Kathy Peters**

- Spotlight Awards
  - Two awards currently being processed

### **New Business: Treasurer's Report**

- Treasurer need authority to open bank accounts, more than one person signed on to bank account
  - Requires a Constitutional Change
    - Change By-laws Article IV, Section 2, these pertain to Member Duties
      - Need to add on ability to change and be on bank accounts for the President, Vice-President and the Treasurer
- Fictitious Name Registration

- Kathy Peter's recommends using the name registered with our Tax ID #
  - This should be the MU Library Staff Association
  - Kathy recommends we file the registration of fictitious name with Karla Geerlings, Kathy Peter's and Jack Batterson's names on it now and make a change in the future when the Board Membership rolls over
  - Jack will be completing the registration form online
  - Once this is completed, need to change the by-laws
    - By-Laws must be changed by a membership vote in May 2014
      - Rachel Brekhus states, she can make the changes to By-Laws: Article IV, Section 2.
      - Our bank is demanding we do this, so please vote "Yes"
  - The bank has us classified as an unincorporated association/club account
- Student Employees
  - Option of an online form for reservations, to ensure we have a head count for the Thanksgiving Dinner
    - Need to provide Jack's with a headcount the week before our meal
- Shelter for the Picnic – dates include middle of June to end of June
  - 1<sup>st</sup> Choice – Gordon Shelter at Stephens Lake
  - 2<sup>nd</sup> Choice – Bufford Shelter at Cosmo Park
  - 3<sup>rd</sup> Choice – Bethel Shelter at Bethel Park
- Consolidating our paper and digital files
  - Are there documents that we need to make sure are accessible via paper and/or online?
  - Need to save documents quarterly on an external hard drive
    - Example: the Spotlight Award Spreadsheet
    - Possibility of shared file access
      - Sharepoint or Shared Drives
  - Karla Geerlings is looking at old files, trying to get them in one centralized location, then we can make decisions about where to house them and how we want to back them up.

Meeting adjourned: 3:23pm

January 2014 Report  
Sue Barnes  
MULSA Community Service Chair

The totals of the MULSA Holiday Food Drive and the Second Chance Drive are as follows:

Central Missouri Food Bank:  
80 pounds of food and \$287.50 in cash.

Second Chance:  
15 pounds in dog food, various toys, a blanket and \$112.50 in cash.

The Rainbow House Sock Drive:  
142 pairs of socks (all sizes), 4 pairs of tights, and 1 pair of gloves.

Conference bags were also delivered to the Rainbow House twice from Dec. 13, 2013 – Jan. 6, 2014.

All items were very much appreciated from all the organizations.

Respectfully Submitted,  
Sue Barnes  
MULSA Community Service Chair

MULSA Meeting  
Meeting on: Jan. 13, 2014

TCU Checking balance:	\$885.08 (1-13-2014)
TCU Savings account	\$3,656.89 (1-13-2014)
TCU CD #1:	\$1,509.08 (1-13-2014)
TCU CD#2:	\$2,558.69 (1-13-2014)
<u>New Covenant Balanced Income Fund:</u>	<u>\$15,053.43 (1-13-2014)</u>
Total balance:	\$23,663.17 (1-13-2014)

Income:

<b>12-13-13 Mutual fund capital gain</b>	\$58.47
12-20-13 Better World Books (Deposit 1/10/14)	\$63.03
12-31-13 Savings interest	\$1.50
<b>12-30-13 Mutual fund dividend</b>	\$99.83
1-7-14 Ellis Library Book sales (4 <sup>th</sup> QTR) (Deposit 1/10/14)	\$561.40
<b>1-4-14 CD interest</b>	\$7.40
1-10-14 Checks for Adopted family (Deposit 1/10/14)	\$90.00
Total income.....	\$881.63

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

**Notes:**

Last Friday (January 10, 2014), I deposited \$821.08 into our checking. This deposit included \$90 in checks for Adopted Family, two Better World checks \$63.03 (Dated Dec. 20 2013) and \$106.65 (Dated Nov. 26, 2013). This second check from Better World was reported on last month's report) . This deposit also included the Ellis Book sale check of \$561.40.

A note to me: The credit union is up until 6 pm on Fridays.

The fund paid a capital gain distribution of 0.0822 per share for a total of \$58.47 that was reinvested to buy 2.816 shares.

The fund also paid a dividend of 0.1398 per share for a total of \$99.83 that was reinvested to buy 4.783 new shares.

In 2013, total dividends from the fund were \$263.55 and that was reinvested to buy 12.803 shares. In 2012, the fund's dividends totaled \$158.06 that was reinvested to buy 8.12 shares. Dividends are paid in March, June (or July), September, and December.

Expenses:

<b>#2065</b> Brian Cain wedding gift card	\$25.00
#2066 Sue Barnes for Stockings/gift card	\$37.97
#2067 Rachel Brekhus	\$41.43
#2068 Ruthe Morse staff lounge	\$22.41
#2069 Ruthe Morse Adopted family	\$290.00
#2070 Ruth Feldkamp	\$74.01
Total expenses .....	\$490.82

**Bold** check numbers are checks that have not been cashed.

**2013/2014**

Total Income: \$3,257.22 (includes mutual fund)

Total Expenses: 4,474.50

Certificate of Deposit with Tiger Credit Union

Issue Date	04/04/12
Term:	2-year
Amount:	\$2,500.00
Maturity Date:	04/03/2014
Rate :	1.15%

Certificate of Deposit with Tiger Credit Union

Issue Date	11/09/13
Term:	1-year
Amount:	\$1,509.08
Maturity Date:	11/10/2016
Rate :	0.75%

New Covenant Fund (Balanced Income fund- Ncbix) as of Jan 13, 2013:

Number of shares = 718.884

Price per share = \$20.94

Value= \$15,053.43

**Notes:**

The answer to a question from the last meeting: The last contribution MULSA made into the mutual fund was on May 21, 2012 when MULSA bought 105.208 shares for \$2,000. The price was \$19.01 per share and MULSA has a 10% gain on those shares. The earlier shares were purchased in 2010 and 2009. MULSA has an 18% (\$643) gain on the shares purchased in 2010 and a 41% (\$662) gain on the shares bought in 2009.

The fund was up 7.74% in 2013 and 8.70% in 2012. The S&P stock index was up 32% in 2013 and about 16% in 2012. The fund is very conservative. It has about 10% in cash and 55% in bonds.

Jack Batterson –

# **MULSA Courtesy Report**

***December 2013***

December 2013

10 Birthday cards

Respectfully submitted,

*Delores Fisher*

Courtesy Chair