

MULSA Board Meeting December 9, 2013 in Ellis Library 4F51A from 2:00 – 3:00 pm

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

Approval of Minutes:

- Minutes from the November 2013 meeting passed

Secretary's Report: Shelly McDavid

- Water Filtration System Company Comparisons
 - Emailing out a comparison sheet of the companies researched to possibly provide filtered water in Ellis Staff Lounge

Treasurer's Report: Jack Batterson

- \$500 transferred from savings account to checking account
- \$130 income from the Thanksgiving Dinner
- Purchased new CD
- Throughout the year there is more money going out then there is coming in, this includes the interest we are gaining
 - Jack states, "It has been a long time since we put any money from checking into savings".
 - Money collected from Better World Books, goes directly into our checking account
 - Our total from the Book sale and Amazon is much less than it used to be
 - This is a two part problem:
 - We are actively taking in less donations to the library then previous years
 - We originally started with a large back log of donations

President's and Vice President's Report: Karla Geerlings and Kathy Peters

- Spotlight Awards
 - Two awards currently being finished up
- Archiving our Old Paper Files
 - Should we consolidate our paper files in one cohesive place?
 - ImageNow is a possible online repository for digital files
 - Kathy states, "we could add or delete users as the board changes and it is a secure system"
 - Rachel recommended MOSpace
 - Do we want to have our digital files in a library resource?
 - Karla asks that everyone look at their paper files and determine what kinds of categories you have
 - Need to keep all constitutional ballots
 - MULSA is now present in the Merlin and OCLC online catalogs

Book Sale: Rachel Brekhus and Karen Eubanks

- Book Sale
 - Currently we are bringing new items down every two weeks
 - Going to try to go to once a week during the holiday break
- Journals in the Book Sale
 - Finding out if serials can be sold anywhere and if anyone wants them?
 - Rachel believes Better World Books does not accept academic journals

Community Service Report: Sue Barnes

- MULSA Food Drive
 - Running through December 18th, might extend to December 19th
 - A donation will give you a chance in a drawing for a \$25 Mizzou Store gift card to be awarded at the holiday party.
- Rainbow House Sock Drive
 - Stockings are located in Ellis Reference Department, Ellis Tech Services, Ellis Access Services and the Health Sciences Library
 - Last day to participate in the sock drive is December 30th
 - Only new socks please, size infant-adult

Courtesy Report: Delores Fisher and Tammy Green

- October 2013
 - 15 Birthday Cards sent
- November 2013
 - 14 Birthday Cards sent
 - 2 Sympathy cards and donations sent
 - 3 Wedding cards and gift cards sent
- Staff Members Leaving
 - James Keyzer-Andre leaving, last day December 20, 2013
 - Amy Lana leaving, last day is December 18, 2013

Social Report: Tammy Green and Ruth Feldkamp

- Thanksgiving Holiday Party
 - Lots of compliments
 - Didn't run out of food
 - Almost everything was eaten or taken home by someone
 - Nice turnout, great organization and some unexpected help!
- Winter Holiday Party (December 20, from 4-6pm)
 - MULSA provides meat, bread, cheese, beverages and condiments
 - Security has been notified and okayed staying until 6pm
 - Christmas tree – Ruthe Morse is putting it up very soon
 - Music – Kathy Peters has asked for people to bring in their own family friendly holiday music to create a playlist
 - Caroling from 4-4:30pm at the very start of the holiday party
 - Ellis Library Ad Hoc Caroling Ensemble
 - Request a visit to your area in Ellis Library for December 19th

- If you request a visit, they will come and sing 2-3 songs

Staff Room: Ruthe Morse

- Water use/lounge use poll?
 - 41% of those surveyed stated it was not necessary to have filtered water in the staff lounge
 - Results from the rest of the survey are still being tabulated

Old Business

- MULSA Website
 - Karla is creating a list of problems or items that need fixed on the website
 - Please send her your list of problems that need addressed with the website (font size, spacing, missing information, etc.)
 - Once the list is compiled, she will share these issues with Matt Stephen

Bulletin Board Follow-up: Tammy Green

- Look for the report to be emailed out

New Business

Constitutional Status of Library Student Employees as outlined in our constitution, with particular attention to how this affects their participation in Thanksgiving. Possible issues include:

- If we give students full status, do we really expect them to take on MULSA responsibilities?
- If we maintain a list of opt-in students for full status, is this not an undue burden on our secretary?
- Should we give students some sort of adjunct status, much like retirees, where they would be invited to participate in events but not be expected to take on responsibilities?—this would take a change in the documentation to be voted on in May
- If we give students free fare to the dinner, how do we plan for number of attendees properly?

MULSA Membership

- Auxiliary membership for All Student Employees of the MU Libraries
 - Benefits of participation in activities at no cost, without the expectation that they will be active members of MULSA with responsibilities
 - MULSA needs a head count for Thanksgiving Holiday Party, for student staff participation
 - Possible use of tickets, given to student supervisors, to determine a head count of this population
 - Blanket email to supervisors, asking them to get tickets for students interested in the holiday party
 - Responsibility of student supervisors to communicate MULSA events to their students

- Other campus employees of non-library units operating out of Ellis library
 - Need to determine their status as it relates to membership of MULSA
- Constitution and By-Law Changes
 - Specifically: Article III, Section 1 and By-Laws, Section III
 - Re-writing, re-wording the MULSA Constitution and By-Laws
 - Have a draft completed by April 2013, put it to a vote in May 2013
 - Send ideas for re-wording to Kathy Peters

Adjourned 3:28pm

MULSA Meeting

Meeting on: Dec. 9, 2013

| | |
|---|---------------------------------|
| TCU Checking balance: | \$616.86 (12-09-2013) |
| TCU Savings account | \$3,655.39 (12-09-2013) |
| TCU CD #1: | \$1,509.08 (12-09-2013) |
| TCU CD#2: | \$2,551.29 (12-09-2013) |
| <u>New Covenant Balanced Income Fund:</u> | <u>\$14,894.31 (12-06-2013)</u> |
| Total balance: | \$23,226.93 (12-09-2013) |

Income:

| | |
|--|----------|
| 11-25-2013 Amazon sales | \$153.25 |
| 11-27-2013 Income from Thanksgiving Dinner | \$130.00 |
| 12-09-2013 Amazon sales | \$25.43 |
| 12-9-2013 Better World books (Deposit 1/10/14) | \$106.65 |
| Total income..... | \$415.33 |

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

Notes:

I transferred another \$500 from Savings to checking on Nov. 25 2013. We transferred \$1,000 to checking in the last couple of months.

I will deposit our Better World book check soon. I am waiting for the Ellis Library book sale check so I can take both checks over at once.

The \$130 deposit included the \$70 for the 14 security students (Library Director Jim Cogswell paid), \$35 for guests and \$25 for the five Physical Processing and Cataloging students. The one physical processing student who helped with the event was not charged for the food.

Expenses:

| | |
|--|----------|
| #2060 Jack Batterson for 3 gift cards weddings | \$75.00 |
| #2061 Second Chance | \$25.00 |
| #2062 Monroe City Senior Nutrition Center | \$25.00 |
| #2063 Ruthe Feldkamp for Thanksgiving Dinner | \$21.61 |
| #2064 Jack's Gourmet Restaurant & Lounge | \$806.25 |
| Total expenses | \$952.86 |

Bold check numbers are checks that have not been cashed.

Notes:

#2060 The Wal-Mart gift cards (There was no additional fee) were for Elaine Huntsucker, Ashley Nelson and Abbie Brown.

#2061 In memory of Hayden Murphey's grandfather.

#2062 In memory of Shannon Cary's grandmother.

#2063 Wal-Mart Chinet plates (4) at \$4.98 each.

I counted 111 people attending the Thanksgiving Dinner today and this includes a few students who came late and did not pay:

1 from Circulation (Phil)

2 from Special Collections (Amy and David)

2 from bookmark café

Ann Riley paid for 8 students but we needed to charge five students for this event. I gave Ann a \$15 refund.

Jim offered to pay for the students from security. There were 14 students attending today for a total of \$70.

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 Dec 7, 2013:

Number of shares = 711.285

Price per share = \$20.94

Value= \$14,894.31

Notes:

By delaying the transfer of our CD to a new CD, MULSA earned another 0.06 cent dividend. As with all CDs from the Credit Union, this one is an auto-renewal CD which means that if we do nothing during the ten day grace period, the CD will automatically renew for the same number of months.

The Fed will continue to keep interest rates as low as possible for the next several years, so CD rates should stay flat for 3-5 more years.

The mutual fund is up 4.04% in the last 90 days and up 6.81% this year to date. The fund is up \$973.96 since December of last year.

Jack Batterson –

MULSA Courtesy Report

October-November 2013

October 2013

15 Birthday cards

November 2013

14 Birthday cards

Sympathy card & donation – death of Shannon Cary's Grandmother.

Sympathy card & donation – death of Hayden Murphey's Grandfather.

Wedding card & gift card – Elaine Huntsucker on her marriage

Wedding card & gift card – Ashley Nelson on her marriage

Wedding card & gift card – Abbie Brown on her marriage

Respectfully submitted,

Delores Fisher

Courtesy Chair

December 2013

Community Service Report

The **Holiday Food Drive** benefitting the Central MO Food Bank and Second Chance will run through Wednesday, December 18th. A collection tub is in the Serials Unit work area. A donation of non-perishable items or a monetary donation will give the donor a chance in a drawing for a \$25 Mizzou Store gift card to be presented at the MULSA Holiday Party on December 20th.

The **Rainbow House Sock Drive** will run through December 30th. Gigantic socks are located in Access Service, East Reference, Health Sciences Library, and Technical Services. All sizes are needed, infant through adults (teenagers), and single pairs or packages and all colors and designs are accepted.

A follow-up announcement went out today. The announcement in the News Notes was lengthy and people may have missed the Sock Drive part of the message.

Sue Barnes

MULSA Community Service Chair

12/9/2013