

2013 MULSA Annual Meeting Minutes

May 30, 2013 at 3:00pm

23 attendees

1. Welcome.

2. Minutes from MULSA's 2012 Annual Meeting

- Ashley Nelson (secretary) announced that the minutes from MULSA's 2012 annual meeting were passed by committee June 2012
 - 74 MULSA minutes were uploaded and/or updated, making the [MULSA minutes website](#) up to date since 1999
 - full details in [July 2012 report](#)

3. Annual Reports (included in minutes)

- [President - Rachel Brekhus](#) (p.6)
- Rachel called for a volunteer for the Muse position for 2013-14
 - Someone creative with writing or editorial skills
 - Not time intensive, and flexible position duties
- Rachel called for a volunteer for the vice president position for 2013-14
 - Rachel is stepping into the position of book sale co-chair
 - The duties of the vice president are fairly light (choosing Spotlight award winners), and there is one year to learn the duties before stepping up as president
- [Vice President - Karla Geerlings](#) (p.8)
- [Treasurer - Jack Batterson](#) (p.9)
 - Income from the book sale in 2012 was about half of 2011 income
 - CD # 2 (\$1,504.49) will be coming due 11/09/13

- Jack does not expect MULSA to buy more shares of the New Covenant Balanced Income Fund in the near future since MULSA is running low on cash
 - The mutual fund is a very conservative one, and it continues to grow
- In 2012, Jack moved MULSA's checking from Commerce to Tiger Credit Union and avoided paying any account-closing fees
 - Tiger Credit Union tends to have lower fees than Commerce
 - Tiger Credit Union also pays better interest
 - The year to date interest at Tiger Credit Union (\$18.13) is already significantly higher than Commerce's 2012 interest (\$10.39).
- Jack has not yet received all of the bills from the Annual Celebration of Service
- [Book Sale - Jerri Eldridge](#) (p. 13)
- [Social - Ruth Feldkamp & Tammy Green](#) (p. 14)
- [Staff Lounge - Ruthe Morse](#) (p. 16)
 - Individuals were thanked for their help in the staff lounge renovation, including Adrienne and her husband Bill Phillips, Karla and her husband Mike, Ruth and one of her roommates, Rachel, Wayne, Ruthe, and Pat.
 - Adrienne Arden, Rachel Brekhus, Ruth Feldkamp, Gwen Grey, Tammy Green, Mary Hainen, Colleen Smith, Bette Stuart, and Sheena Waggoner were all thanked for their help in volunteering to clean the staff lounge.
 - Call for volunteers to clean the staff lounge twice a month
 - Rachel passed around a signup sheet
- [Courtesy Chair - Delores Fisher](#) (Reported by Tammy - p. 18)
- [Community Service - Sue Barnes](#) (p.20)
 - Please donate conference bags for MULSA to donate to the Rainbow house
 - This allows children leaving Rainbow House to have a bag, other than a trash bag, to carry their belongings home in
 - Sue has collected and donated approximately 50 conference bags

4. Discussion: New Book Sale Procedures

- Rachel shared a history of the book sale and chair position
 - How it is currently set up, the book sale chair position is daunting and time consuming
 - In the past, there had been one big book sale per year at the Hearnes Center
 - In the past 10 years, it has turned into more steady, year-round work
 - The books sale chair is a difficult position to keep filled because of all of the time and work required
 - Hauling books, dealing with gifts, managing the year-round book sale, etc.
 - A few years ago, MULSA was successful in gathering volunteers for a cleaning crew when the Ellis Staff Lounge Chair's duties became too much for any one person
 - Rachel would like to employ a similar model (details will be sorted out through discussion with Rachel, Karen, Jerri, and past chairs)
 - Possible ideas are:
 - A work day on evenings or weekends approximately every two months
 - or
 - More of a commitment to work alongside the chairs on a frequent duty (e.g. rotating books in the sale) for a month or two
 - The focus is on what is the best use of volunteer's and chair's time and on reducing the work load for any one person
 - Sandy Schiefer still handles the Amazon sales
 - Rachel passed around a signup sheet for those interested (interest, not a commitment)
 - If you would like your name to be added, please email Rachel at BrekhusR@missouri.edu
 - The floor was opened for comment

- Jerri recommended that the ability to push book carts is key
- Karla promoted the idea that group work days can be fun

5. Elections

- [Ballots](#) were distributed (p. 21)
- The floor was opened for nominations for Vice President and MULSA chairs
- Discussion about MUSE
 - The spotlight award cannot be distributed by mass email
 - A MUSE chair is essential for the Spotlight award to continue
- Tammy Green and Mark Ellis counted ballots

6. Results

- President: Karla Geerlings
- Vice President/President Elect: vacant
 - Write-ins: Mark Ellis, Sheryl Cullina, and Kathy Peters
 - (Update from after the meeting: Kathy Peters accepted)
- Secretary: Shelly McDavid
- Treasurer: Jack Batterson
- Courtesy Chair: Delores Fisher
- MUSE Editors: vacant
 - Write-ins: Matt Gaunt, Dustin Hoffman, PT Martin
- Ellis Staff Lounge Chair: Ruthe Morse
- Social Chairs: Ruth Feldkamp and Tammy Green
- Book Sale Co-Chairs: Rachel Brekhus and Karen Eubanks (continuing in 2nd year of term)
- Community Service Chair: Sue Barnes

7. Picnic Discussion

- It will be the 21st of June at the Gordon Shelter at Stephen's Lake Park
- Potluck
- Tammy is soliciting ideas for games

8. Meeting Adjourned

MULSA President's Report for 2012-2013

MULSA has been busy in 2012/2013. I will leave most of the specifics to the appropriate chairs to report on, but I will highlight a couple of things.

- MULSA is in the process of formalizing its role with regard to retirement receptions, which are listed in the *Guidelines for MU Libraries Retirement Reception* under Procedures: <http://mulibraries.missouri.edu/staff/policies/RETIREMT.POL.htm>.

We're getting some final tweaks done to the wording done, before submitting the change to Mike Holland (LMT).

MULSA cooperates with the Admin office and the Division of the retiring person to provide a retirement reception, if the retiring employee would like one, but MULSA is now taking the lead role; MULSA pays for refreshments while Admin reserves the space (and pays for that if necessary). This March we had one retirement party, for Terry Austin. There will also be a party for Karen Darling on July 17. MULSA social chairs Tammy Green and Ruth Feldkamp are working on that.

- We all continue to enjoy the results of last summer's renovation to the Ellis staff lounge. Adrienne Arden, Karla Geerlings, Ruthe Morse, in consultation with Al Messner and Pat Jones, were the driving forces of the renovation. Long story short, we now have hot water when needed and filtered water for drinking.
- The newish traditions of spring open house at branch libraries and of the sending of birthday cards continue. Also we made quite a few kids happy this year through our community service efforts.

Positions still to be filled:

Muse - write and/or recruit and publish content of your choosing to the Muse blog. I especially think people with a sense of humor and creativity for writing a good April Fools issue would be well suited, but anyone with a secret passion for writing or a basic sense of editorial power hunger will do nicely.

Speaking of power hunger - no, actually not really - we also need a plucky soul to occupy the niche of Vice President/incoming President, a 2-year post. Please do not be afraid of this, even if you are new. You will not only have a year to learn the job from an experienced President and many experienced Board members, you will also benefit from the excellent minutes produced and posted by outgoing secretary Ashley Nelson. The Vice President is generally the presenter of the Spotlight Award, which is a really fun job that makes people smile. And then the second year, when you're president, the main

thing is to set meetings, announce meetings, send out an agenda, and go through the agenda. You'll become the main contact person for the organization, and if you don't know the answer to something, you'll consult and you'll have lots of help and support.

Please think about these positions as we hear the reports and proceed toward the election.

Book Sale

Book sale chair position has been pretty daunting, and time consuming. Back last century, there was one book sale every 2 years, and it was HUGE and involved dozens of volunteers working very intensely but seasonally. For the past 10 years the booksale has become a more steady thing, but there is still lots of work involved, and it is still our economic engine that makes it possible to do all the things we do.

But it is hard to keep the book sale chair positions filled, because of the hours chairs have been putting in. This is a similar situation to the staff lounge. Maintaining a clean and friendly staff lounge on a daily basis is more than one person should be asked to do. For the staff lounge, we have created a cleaning crew a few years ago. We believe that everyone who uses the staff lounge, whether as a lunchroom, a break room, or whatever, needs to rotate onto this cleaning crew, and we've seen some good response to calls for volunteers.

The time has come for us to create a similar on-call crew for the book sale work. Being on this crew represents a level of commitment that should not be too onerous for anyone - the exact form the work will take is still to be determined. We're envisioning either a system of "weekend or evening work days" every 2 months or so during which much packing, disbinding and moving is done, but probably not a whole lot of thought work on the part of the volunteers. Or, we may have people sign up for the 2-month period of their choice to be an "extra hand" in the more frequent sort of book sale work, the rotating of books into and through the Digiprint book sale, at scheduled, mutually agreeable times during the work week. We'd just schedule those times as meetings in Outlook. Depending on who we get, we may do some of each of these things.

So I'll pass around a sheet, and I hope you will sign up to be part of either the book blitz team or the staff lounge crew, with the book blitz team being more urgent.

Vice President's Report - Karla

Spotlight Award Winners:

- June = Jack Batterson
- July = Stara Herron
- August = Ashley Nelson
- September = Michaelle Dorsey
- October = Carol Turner
- November = Dorothy Carner
- December = James Keyzer-Andre
- January - February = people who have possibly declined
- March = Stephen Stanton
- May = Profile of the newly elected MULSA board

2013 MULSA Annual meeting

May 30, 2013

Treasurer's report

Total income for the year 2012:	\$4,800.18 (YTD 2013: \$2,075.44)
Total expenses for the year 2012:	\$6,084.64 (YTD 2013: \$857.94)
Checking balance:	\$877 (1/2012); \$1,823 (1/2013)
Savings account:	\$6,173 (1/2012); \$3,008 (1/2013)
CD #1:	\$2,530 (1/2012); \$1,500 (1/2013)
CD#2:	\$2,500 (1/2012); \$2,522 (1/2013)
New Covenant Balanced Income Fund:	\$11,036 (1/2012); \$13,945 (1/2013)
Total balance:	\$23,117 (1/2012) \$22,798.38 (1/2013)

Mutual fund value per share and total shares:

January 2012:

\$18.70 per share; Total shares = 590.188 shares.

January 2013:

\$19.75 per share; Total shares = 706.081 shares.

Fund purchases:

June 28, 2004: MULSA bought 218.818 shares at \$18.28 per share for total cost \$4,000.

April 13, 2009: MULSA bought 108.3 shares at \$14.82 per share for total cost \$1,605.
(These shares are up 38.39% or \$616.23 since this purchase)

March 30 2010: MULSA bought 197.852 shares at \$17.69 per share for total cost \$3,500.
(These shares are up 15.94% or \$557.94 since this purchase)

May 21, 2012: MULSA bought 105.208 at \$19.01 per share for total cost \$2,000.
(These shares are up 7.89% or \$157.00 since this purchase)

Fund Dividends:

March 30, 2012: 0.08457141 per share div.
\$49.91 payment reinvested to buy 2.565 shares.

July 9, 2012: 0.0979 per share div
\$68.33 payment reinvested to buy 3.566 shares.

Oct. 5, 2012: 0.0629 per share div.
\$44.13 payment reinvested to buy 2.322 shares

Dec. 31, 2012: 0.0648 per share div..
\$45.60 payment reinvested to buy 2.322 shares.

2009: Total dividends \$157.05.
 2010: Total dividends \$190.27.
 2011: Total dividends \$222.02.
 2012: Total dividends \$207.97
 2013: YTD dividends \$25.49

Income 2011:

Booksale in Copy Service	\$2,500.54	(YTD 2012: \$1,333)
Amazon sales	\$1377	(YTD 2012: \$496)
Betterworld	\$363	(YTD 2012: \$61.30)
Interest	\$10.39	(YTD 2012: \$18.13)
Dividends	\$208	(YTD 2012: \$25.49)
Silent Auction	\$0.000	(YTD 2012: \$0.00)
Other	\$306	(YTD 2012: \$62.50)
Garage Sales	\$0.000	(YTD 2012: \$0.00)

Other income includes refunds, payments by family for Thanksgiving Dinner or adopted family donations.

Expenses 2011:

Social	\$2,280	(YTD 2012: \$402)
Courtesy	\$358	(YTD 2012: \$200)
Community	\$52	(YTD 2012: \$0)
Staff room	\$2589	(YTD 2012: \$177)
VP (Spotlight Awards)	\$113	(YTD 2012: \$0)
Postage	\$18	(YTD 2012: \$18)
Muse	\$0.00	(YTD 2012: \$0.00)

Expenses broken down 2012:

Social-related expenses	
Picnic	\$164 (YTD 2013: \$35.00)
New Staff Tea	\$54
Diversity Action Committee event	\$54 (YTD 2013: \$0)
Halloween Party	\$80 (YTD 2013: \$0)
Thanksgiving luncheon	\$831
Holiday Party	\$205
Spring Fling	\$0
Celebration of Service	\$840 (YTD 2013: \$45)
All MULSA meeting	\$25 (YTD 2013: \$38)
Retirement gifts/party	\$0 (YTD 2013: \$311)

Other expenses 2012:

Adopted family	\$360
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Certificate of Deposit with Tiger Credit Union

Issue Date	11/09/12
Term:	1-yr
Balance:	\$1,502.29
Maturity Date:	11/08/2013
Rate :	0.60%

Certificate of Deposit with Tiger Credit Union

Issue Date	04/4/12
Term:	2-year
Balance:	\$2,536.65
Maturity Date:	04/3/2014
Rate :	1.16%

The Tiger Credit Union pays quarterly interest on their CDs

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Current balances as of May 29, 2013:

Checking: \$1,342.76 (Tiger Credit Union)

Savings: \$4,523.85 (Tiger Credit Union)

CD #1: \$2,536.65 (Tiger Credit Union)

CD#2: \$1,504.49 (Tiger Credit Union)

MULSA has a Free Business Checking 65 at Tiger Credit Union

New Covenant Fund (Balanced Income fund): NCBIX

Number of shares = 707.345

Price per share = \$20.51 (May 29, 2013)

Value= \$14,507.65

Notes:

This annual report covers the calendar year 2012 with some current information as of May 29, 2013 on page 3.

Fund returns:

Year to date = + 4.03%

2012 return = + 8.70%

2011 return = + 2.04%

2010 return = + 9.02%

1 month = + 1.03%

10-yr annualized = + 4.22%

The Fund invests approximately 65% of its assets in shares of the Income Fund with the balance of its assets invested in shares of the Growth Fund. MULSA's goal is to postpone withdrawing money from this fund because the fund pays a better dividend than a bank CD and because it has higher returns than anything else we own.

The mutual fund company requires two signatures for any changes to the fund account.

MULSA switched to Tiger Credit Union to avoid monthly fees on their checking account.

MULSA would like to thank the Ellis Library Administration office for giving MULSA 100% of the money from Ellis copy service book sales and for paying for the plants, and flowers at the Annual Celebration of Service.

Submitted by
Jack Batterson
May 30, 2013

BOOK SALE REPORT

MAY 30, 2013

Donated books to Prison Ministries

Donated books to Memorial Union

Number of books put out for booksale 2737

BWB recycled and reused books (books for 2012-13) 251

Better World Books (Regular 4/2012-5/2013) 352.17

Library Book Sales (Digi Print) 2,290.47

Amazon Books 1,489.89

Staff purchase of hymals & 1 cookbook 17.00

Total
4,149.53

Submitted,

Jerri R. Eldridge

Book Co-Chair

MULSA Annual Meeting 2013

Social Chairs Report

Submitted by Ruth Feldkamp & Tammy Green

As usual, it's been a fun year for the MU Libraries. The attendance at our events has been good and people have enjoyed themselves. Our thanks go to all of you who have helped. Even the smallest task performed was of great appreciation to Ruth and me. MULSA's Annual Picnic is still in the planning stages. Cost for this year's Celebration of Service will be sent to the Treasurer and not the Social Chairs.

Month	Event	Notes	Amount Spent
August 2012	All-Staff Meeting	Food & Drink	\$42.36
Sept 2012	New Staff Tea	Food & Drink	54.24
Oct 2012	Halloween Party	Food & Drink	80.32
Nov 2012	Thanksgiving Luncheon	Breakdown-- <ul style="list-style-type: none">• 106 Est. attendance• Jack's Gourmet \$777.50• Vegan option \$54.22	831.72
Dec 2012	Holiday Party	Food & Drink	71.41
Jan 2013	All-Staff Meeting	Food & Drink	54.72
	Diversity Tea	MULSA as co-sponsor	0
	Retirement Party	Food, Drink & Décor breakdown— <ul style="list-style-type: none">• Ingredients for Susan McCormack \$76.09• Additional food \$72.03	163.86

		<ul style="list-style-type: none"> Decorations \$15.74 Union rental & permits handled by Library Admin. 	
March 2013	Open House: Veterinary Library	Food & Drink	15.73
May 2013	Celebration of Service	Cost not available	0
May 2013	MULSA's Annual meeting		37.00
June 2013	Annual Picnic (Upcoming event)	Breakdown— <ul style="list-style-type: none"> Still in early stages Gordon Shelter at Stephen's Lake Park Rental paid \$35.00 	35.00
			\$1344.00

STAFF LOUNGE ANNUAL REPORT – 2012/2013

Supply purchases:

June	napkins (6 pk.)	11.88
July	napkins (6 pk.)	11.88
	forks (3 pks./4 each)	2.82
	wastebaskets (2)	27.48
	drawer bumpers (3 pk./12 each)	5.61
August	napkins (6 pk.)	11.88
	used coffee urn	6.00
	plastic storage boxes (10)	54.69
September	napkins (6 pk.)	11.88
	paper towels (8 pk.)	18.98
	scrub fiber pads (2 pk.)	1.07
	Spic&Span	1.07
	dish soap	1.08
October	0	0
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
	Spic&Span	1.00
	dish soap	1.00
	hand soap	1.00
December	carafe	12.90
	Spic&Span	1.00
	dish soap	1.00
	sponges (3 pk.)	1.00
	napkins (6 pk.)	11.88
	mixed nuts in shells (2 bags)	19.96
January	red table covers (4) on clearance	1.20
	set of stoppers/plugs (3 pk.)	1.97
	stainless steel servers/spatulas (2)	9.94
	paper towels (8 pk.)	18.98
	cashews (for party)	15.68
	plates & napkins (for parties)	52.21
	banner (for party)	10.54
	streamers (for party)	9.52
February	Christmas tree	45.54
	filter replacements (2 boxes/3 each)	75.47
	dish soap	5.88
	hand soap (2 pk.)	6.48
	napkins (6 pk.)	11.88
March	0	0

April	vinegar (2 bottles)	3.58
	Spic&Span (2)	2.00
	sponges & scourer, etc.	5.00
	napkins (2 - 6 pk.)	23.76
	oven liners (2 pk.)	2.13
	Superspray fault attachment	11.80
	filtered water dispenser (2)	83.32
May	filters (2 pk.)	29.99
	dish soap	7.68
	foil containers & lids	11.46
	C batteries (4 pk.)	6.97
	paper towels (8 pk.)	18.98
	plates	<u>10.76</u>
	Total for the year	\$739.19

\$127.10 was spent on party supplies, part of which can be used for future parties (we're ready for another "Bon Voyage" party).

\$65.50 was spent on Christmas decorations (mixed nuts and new tree).

Six replacement filters were purchased just before the sink filter died; five were sold to a staff member to recover the cost.

Frequently purchased items include:

- 9 - napkins (6 pk.)
- 3 – paper towels (8 pk.)
- 5 – dish soap
- 3 – hand soap
- 5 – Spic&Span
- 4 – sponges, scourers & scrubbers

Submitted by Ruthe Morse
5/30/2013

MULSA COURTESY CHAIR

ANNUAL REPORT

June 2012/May 2013

Sympathy Cards – 10
Donations – 6
Get Well Cards – 6
Planters – 5
Thank You Cards – 2
Birthday Cards – 123
Thinking of You Card - 1

Plants were purchased from Allen's Flowers.
Cards were purchased from Current and donated by several staff members.

Respectfully submitted,
Delores Fisher

MULSA Courtesy Report

April-May 2013

8 Birthday cards sent – April 2013

Sympathy card and donation sent – Steve Clayton – death of Father

Sympathy card to Paula Donoho – death of Father-in-law

Get Well card & flowers – Rebecca Schedler – surgery

Get Well card & planter – Michael Hopkins – broken leg

6 Birthday cards sent – May 2013

Sympathy card & donation – Mat Miller – death of Mother in-law

Get well card to Sharon Kile

Get well card to Katie Dodson

Respectfully submitted,

Delores Fisher

Courtesy Chair

COMMUNITY SERVICE CHAIR REPORT
MULSA ANNUAL MEETING
MAY 30, 2013

The three community organizations that MULSA supports are: The Central & Northeast Missouri Food Bank, Rainbow House, and Second Chance. There are baskets in the Staff Lounge designated for the collection of items for these organizations. I make deliveries as the items accumulate. Special drives are also done each year to benefit these organizations.

From Thanksgiving to mid-December a Holiday Food Drive is held for the Food Bank and Second Chance. Last December we collected 90 pounds of food (we filled a tub) and \$711.00 in monetary donations for the Food Bank and 37.5 pounds of food and \$40.00 in monetary donations for Second Chance. Kathy Peters was the raffle winner of a \$25 gift card to the University Book Store. Thank you to Colleen Smith for helping to collect donations. It was a very successful Food Drive.

Last July/August we tried something new, a Rainbow House Back-to-School Supply Drive. The Rainbow House was thrilled to receive our donations of over 4 (full) boxes of school supplies plus 4 backpacks and \$55 in cash. The Rainbow House was very appreciated of our gift as well as they are of the clothing, snacks, conference bags and other items donated during the year. I hope the Back-to-School Supply Drive will become an annual event. This year we will start in mid-July.

Respectfully Submitted,

Sue Barnes

MULSA Ballot (emailed by Karla Geerlings to MULIBSTAFF Wednesday, May 29, 2013 3:36 PM and distributed at the meeting)

Vice-President/President-Elect (two year term, 2013/2015):

(Karla Geerlings, current VP/President-elect, will serve as President for the 2013/2014 service year)

Secretary:

Shelly McDavid

Treasurer:

Jack Batterson

Book Sale Co-Chair (two-year term, 2013/2015):

Rachel Brekhus

(Karen Eubanks will continue in the second year of her term)

Social Chairs:

Tammy Green and Ruth Feldkamp

Staff Room Chair:

Ruthe Morse

Muse Co-Chairs:

Community Service Chair:

Susan (Sue) Barnes

Courtesy Chair:

Delores Fisher

Nominations may be taken from the floor, with the understanding that assumption of office is dependent on supervisor approval.

Email sent to announce the annual meeting:

Sent: Wednesday, May 22, 2013 4:24 PM
To: MULIBSTAFF-L@PO.MISSOURI.EDU
Subject: MULSA board wants YOU!

MU Libraries colleagues,

In about one week, the MU Libraries Staff Association will hold its annual meeting and Board election. All members – and if you are a full time (75% or above) employee of any kind (exempt, non-exempt, librarian, archivist, LIS, LIA, whatever...) of the MU Libraries, you are automatically a member – are eligible both to vote in and run in that election. As President of MULSA, I urge you to consider serving your colleagues in this way.

I have served, off and on, on the MULSA board for more than ten years now, and I truly feel that this service has helped me see and appreciate my colleagues in new ways.

The offices for which the need for volunteers is most urgent are:

- 1) Secretary – main requirement: be present at every meeting. Be able to read and write. Even if it is with a crayon. Being comfortable uploading files to the internet is a plus but not absolutely necessary.
- 2) Book sale co-chair – must enjoy making money (the book sale IS our main source of income). Seriously – involves moving books around Ellis Library, packing books for shipment, making some decisions about books
- 3) *Muse* co-chair – creativity and sense of humor, and some minimal ability to work, or learn to work, on a blogging platform, are needed.

A full list of MULSA offices and responsibilities is
here*: <http://mulibraries.missouri.edu/staff/committees/mulsa/board.html>

*bonus: see if you can spot the error I made early in my Celebration of Service talk, in which I mentioned “Ruth and Ruthe.”

Supervisor approval is needed to serve as a MULSA officer. I hope you will think about joining this Board, making a difference, and having a little fun on the way.

Please send your responses to:

Rachel Brekhus, brekhusr@missouri.edu, with a copy to Karla Geerlings, geerlingsk@missouri.edu.

THANK YOU for your consideration.

Rachel Brekhus