

MULSA Board Meeting March 10, 2014 in Ellis Library 4F51A from 2:00 – 3:30pm

In-Attendance: Sue Barnes, Jack Batterson, Rachel Brekhus, Karen Eubanks, Ruth Feldkamp, Karla Geerlings, Shelly McDavid, Kathy Peters

Committee Reports

Secretary: Shelly McDavid

Approval of Minutes

- Minutes approved for February 2014

Treasurer's Report: Jack Batterson

- CD to be renewed shortly after April 3, 2014
 - Jack recommends a 3 year renewal due to a higher return on interest for a longer investment
 - Motion passed for a 3 year renewal
- Marked drop off in book sale profits, 2-3 years ago we did \$10,000 in sales, in 2013 we totaled: \$3,746.56 and currently in 2014 we've totaled: \$1,717.40 so far
 - Books are switched out every 2 weeks, instead of every week like previously accomplished
 - Number of gift books to the library have gone down
 - Possibility that profits from Better World Books have been lower
 - Medical books go straight to Better World Books, due to Medical students and other Health Related Professions students not being in Ellis Library
 - Consistently have books to bring down for the sale or waiting to come down to the sale
 - Suggested trying to sell romance novels in the sale, just to see what happens
 - Better World Books does not want Romance Novels

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

Renew Mizzou meeting: Karla Geerlings and Ruthe Morse met with Pat Jones

- Impromptu meeting to discuss Ellis library Staff Lounge usage and upcoming Renew Mizzou personnel
 - Both Renew Mizzou groups are being provided a small break room arrangement
 - With a refrigerator, microwave and small table
 - Pat Jones had been asked to ascertain what other accommodations are needed and how these folks could gain access to the Ellis Lounge soda machines, ice machine and candy machine
 - Suggested that we see if the soda and candy machine can be stocked more frequently, due to higher volume of use
 - Accommodating Seating Needs: Pat is looking into putting a few extra tables in the hallway outside the elevators, they would be reserved for library staff and Renew Mizzou folks only

- Renew Mizzou folks will be given the pass code for our staff room, this will be changed once they move back out
- Pat is finding out if they have equivalents of our MULSA social chairs, perhaps a social mover and shaker who could discuss them participating with MULSA, as well as maintaining the culture of their own social structure while they are in Ellis Library
- Considering inviting the new Renew Mizzou folks to our picnic in June 2014, it is a carry-in meal
- Jim Cogswell would like to host a welcome event for the new Renew Mizzou staff, and Pat is projecting sometime after the 4th of July 2014
 - A Cookies and Punch Meet and Greet Party
- Ruthe Morse is putting together a list of rules and expectations for use of our staff lounge, as well as an invitation to participate in the cleaning crew
- Renew Mizzou folks may want to have their own parties; we will extend an invite to them for our MULSA sponsored parties
 - Catered events: Christmas and Thanksgiving
 - If they want to participate with us, perhaps they have a fund to help with the cost of catering
 - Important to note, that every individual has an opt in choice for MULSA
 - Including the 100 new Renew Mizzou folks coming into Ellis Library
- Staff Lounge Chairs: In need of reupholster with a fabric that is spill resistant and can be wiped off easily
 - Current state of chairs, been cleaned, permanently stained, also ripped
 - Coordination that all the covering match
 - Need to determine the cost/chair
- Hot Water for the Lounge – Pat encouraged MULSA to re-visit this issue
 - Lots of personnel changes with campus facilities
 - Pat personally puts in requisitions and work orders, she would like to see it done before the Renew Mizzou folks move into the library
- MULSA creating a packet for the upcoming Renew Mizzou folks
 - Prepare something to announce the book sale
 - Have each MULSA Chair provide an informational piece about their position and what they do
 - Provide information about the Staff Lounge

- Inform them that they can help keep the staff lounge clean and invite them to do this as a group, if they would like

Book Sale: Rachel Brekhus and Karen Eubanks:

- Large Pack out occurred in January 2014 to Better World Books
 - Produced a couple of checks from Better World Books and Amazon.com
- Advertising for the Book Sale
 - Free Standing Sign outside of Digiprint stating that the book sale is open
 - Speak with the Sign Committee about ways to advertise
 - Directory in Ellis Foyer needing to be re-done for Renew Mizzou, maybe find out if we can tack on Book Sale and where it is located
 - Post a sign to the refrigerator door of the staff lounge
 - Post a banner across the library homepage, advertising when the book sale is open
 - Advertise in Mizzou Weekly and the Maneater
 - Ask Shannon Cary how much announcements in Mizzou Weekly cost
 - Tours in the Library – ask them if they could mention that we have an ongoing book sale in Digiprint

Community Service: Sue Barnes

- Loose Change Drive
 - Want to get it started by Wednesday, March 12, 2014 or Thursday, March 13, 2014 to the end of the month.
 - Nice square plastic jar to fill up.
 - Once all change has been collected, it will be taken to the bank to provide one check to Rainbow House
- Rainbow House currently needing Summer clothes
- Collected a few things for Second Chance and a few items for the Food Bank

Courtesy Report: Delores Fisher and Tammy Green

- January 2014
 - 11 Birthday Cards sent
 - 3 Sympathy Cards sent
- February 2014
 - 6 Birthday cards sent
 - 3 Sympathy cards sent
 - 1 Congratulations card sent

Social Report: Tammy Green and Ruth Feldkamp

- Retirement
 - June DeWeese retiring in April 2014
 - Kathy Peters putting together a music playlist, playing the songs on piano
 - Tammy Green meeting with Ann Riley to discuss this event
 - Room and time confirmed
 - Ruth starting to work on invitation, most will be sent via email or Facebook
 - Food – cake decided

- Decorations – theme decided

Staff Room: Ruthe Morse

- Filtered Water in Ellis Library Staff Lounge Survey Results analyzed
- Solicit/appoint New Staff Lounge Subcommittee
 - Karen Eubanks, Ruthe Morse and Karla Geerlings volunteered
 - Suggested to speak with the Space Committee
 - New Furniture for Staff Lounge needed in 30 days, need to meet soon!

Old Business

- Constitution and By-Laws rewrites
 - Article III, both Section 3 and Section 4 were labeled Section 3; this has been corrected.
 - Kathy Peters informed the group we are ready to submit these changes for a vote
 - Send with cross strikethroughs and gets replaced with
 - This vote to open up auxiliary membership
 - Once Kathy Peters finalizes what she is going to send out, she is sending it to Karla Geerlings and Rachel Brekhus for final review
- Fictitious Entity DBA Declaration
 - Financial responsibility changes in Article IV, Rachel Brekhus sending the changes to Kathy Peters for general review
 - Our banking institution has asked for this to be completed for our organization to continue banking.
- Archiving Documents
 - Rachel Brekhus has a tub of MULSA Documents that goes back to 1961
 - Wayne Sanders sent a large box of historical MULSA bankbooks and documents to archives.
 - Not found in the Merlin catalog

New Business

- Annual Meeting: May 2014
 - Monday May 12th, 2014 set for the Annual Meeting
- Celebration of Service
 - Typically held in Ellis Library Room 201
 - Date set to Thursday May 22nd, 2014
- MULSA Temporary Secretary Needed for April 2014 – June 2014
 - Shelly McDavid, current Secretary out on maternity leave for 2 months
 - Tammy Green has accepted to be the new temporary Secretary

Adjourned: 3:37pm

MULSA Meeting
Meeting on: March 10, 2014

TCU Checking balance:	\$845.88 (3-10-2014)
TCU Savings account	\$3,656.89 (3-10-2014)
TCU CD #1:	\$1,511.96 (3-10-2014)
TCU CD#2:	\$2,558.69 (3-10-2014)
<u>New Covenant Balanced Income Fund:</u>	<u>\$15,261.91 (3-6-2014)</u>
Total balance:	\$23,835.33 (3-10-2014)

Income:

2-2-2014 CD dividend for the new CD	\$2.88
2-18-2014 Amazon Sales	\$95.87
Total income.....	\$98.75

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

Notes:

Expenses:

#2077 Allen's Flowers for Sheila Voss	\$25.00
Total expenses	\$25.00

Bold check numbers are checks that have not been cashed.

Notes:

MULSA is waiting for more information before writing donation checks in memory of Elaine Huntsucker's grandmother and John Wesselmann's mother.

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:	3-year
Amount:	\$1,509.08
Maturity Date:	11/10/2016
Rate:	0.75%

New Covenant Fund (Balanced Income fund- Ncbix) as of March 6, 2014:

Number of shares = 718.884

Price per share = \$21.23

Value= \$15,261.91

Jack Batterson –

President's report:

February 24, 2014

Renew Mizzou & Staff Lounge Meeting

Ruthe, Karla, Pat Jones

We had an impromptu meeting with Pat Jones to discuss the break room situation and the Renew Mizzou folks coming in. Both groups of people have a small break room arrangement, with a fridge and a microwave plus small table in their area. Pat has been asked to ascertain what other accommodations may be needed, and how these folks could gain access to our soda machine, our ice machine, and our candy machine.

- Pat will be seeing about putting a few extra tables in the hallway outside the elevators which would be reserved for library staff
- Renew Mizzou folks will be given the pass code for our staff room, which will be changed once they are gone
- Pat will find out if they have equivalents of our social chairs, perhaps a social mover and shaker, who could discuss with our folks the possibilities for them participating with us, as well as maintaining the culture of their own social structure while they are here in our building
- We will consider inking the new folks to our picnic in June, as it is a carry-in
- Jim would like to host a welcome event for the new RM staff, and Pat is projecting sometime after the 4th of July
- We shared that Ruthe is pulling together a document about the rules and expectations for use of our staff lounge, as well as an invitation to participate in the cleaning crew

Other topics:

- Pat asked about re-covering chairs, and Pat said she would put us in touch with the person they use to re-cover chairs in the public areas; consider recovering just the soiled or split panels with durable, wipe clean cloth in a color we can continue to obtain as we do a few at a time
- Hot water: Pat thinks we should revisit getting hot water in the staff lounge after the Renew Mizzou folks are settled; perhaps with another electrical engineer, or with time passing between we can get a reasonable estimate (or they'll come up with the blueprints)

MULSA Courtesy Report

January-February 2014

January 2014

- 11 Birthday cards
- Sympathy card and donation to Carol Turner – death of Mother
- Sympathy card and donation to Alan Jones – death of Brother
- Sympathy card and plant to Sheila Voss – death of Father

February 2014

- Congratulations card and donation to Ernest Shaw – birth of Daughter
- Sympathy card and donation to John Wesselmann – death of Mother
- Sympathy card to Suzanne Lippard – death of Aunt
- Sympathy card to Elaine Nelson – death of Grandmother (donation is pending information from Elaine.)
- 6 Birthday cards

Respectfully submitted,

Delores Fisher

Courtesy Chair