

Meeting minutes of the Board of Trustees for the University City Public Library for March 14, 2012.

Attendance

**Members Present:** Serena Jones, Joy Lieberman, Luise Hoffman, Larry Nolan, David Stokes, William Baldwin, Susan Glassman, Beth Ostroff, Deborah Arbogast

**Members Absent:**

**City Council Liaison:** Steve Kraft

**Library Staff:** Patrick Wall-Director, Christa Van Herreweghe

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The meeting of the University City Public Library was called to order at 5:15 PM by Larry Nolan, President

Minutes

The minutes from the February meeting were approved, with corrections.

Correspondence

Sixteen donations were made in memory of Shirley Goldberg, a former library staff member, for a total of \$800.00. A quilt with a photo transfer is being created in her honor.

A donation by the Danzigers of \$25.00 for the purchase of books in memory of Ralph Bowser.

A donation by Thomas and Bettye Dew in the amount of \$200.00.

Friends Report

The Friends will have their annual meeting in April. David Clewell, Missouri's poet laureate will attend. Margaret Hermes will read from her new book of short stories at the library on March 29. The officers for the coming year have been selected. The annual Trivia Night is to be held at the library on May 12.

Librarian's Report (full report attached)

- Circulation is reported to be slightly down.
- There will be a corrected budget for the next board meeting
- The City has contracted for the installation of security cameras and the library is a site in which the contractor has selected as an installation site, specifically the NE upper corner of the building. A wireless antenna would need to be mounted as well and it is monitored by a police dispatcher. The camera issue was discussed by the board and a motion was made and approved that the City should be notified of the board's preference to place the camera on the SE corner of the building toward the parking lot. Several of the board members were opposed to the idea of security cameras in general
- Tim Black, the library's building supervisor, is retiring in May. The night custodian has expressed an interest in the position and a list of Tim's duties will be created. Bids are

being obtained from commercial cleaning services to compare costs with keeping in-house

- The City will be changing the way the library's financial information is presented in their annual financial report. The changes were suggested by an independent audit.
- A meeting with the HVAC contractor was held and it was determined that the chiller should last another 5-10 years. The compressors are no longer fully covered by the parts provider and would cost approximately \$18,000 to replace. The bid from Albert Arno to replace the system is \$146,621, 10% higher than the 2010 bid. A motion was made and approved to encumber \$150,000 in the event the chiller system failed
- The Public Library Standards discussion was delayed
- The cooling towers will have replacement fill by late March. The tower will then be sealed. The parking lot will be sealed and re-striped in April. The relay controlling the second floor lights was replaced as was the non-functioning mop-sink faucet by the public restrooms. Shut-off valves were installed to facilitate future plumbing repair without turning off water to the building
- Random House will begin charging libraries for ebooks, up to a 300% increase in price and more than the regular consumer price. An alternate vendor, 3M, is being considered by the MLC. The product is still in testing but may be easier to use. The MLC voted to increase spending on ebooks at their last meeting
- Patrick and Larry will meet with Lehman Walker for a budget study session on April 23
- At the April board meeting, nominations for officers will take place, with elections in May

### Council Liaison

Councilman Kraft spoke of the outside consultant that has numerous recommendations for the City, some directly affecting the library. They can be found on his and the City's websites. Some examples include:

- The previous auditor assisted the City in year-end closing, which is not appropriate
- The previous auditor had performed the job for 13 years, which questions the "independent" aspect of the audit
- No policy for the fire department
- Numerous bank accounts held by the City. 22 accounts were found, with \$28,000 in bank charges
- Banking services should be sent out for bid. There should be 2-3 accounts and suggestions were made to explore moving to other banks
- Actual expenditures exceeded budgetary amounts
- There should be two budgets, capital and operating
- Library should remit receipts to finance on a daily basis
- The City spent 1 million on software but never had adequate training, access or implementation. The Library must rely on Finance department. The City should invest in outside training

The security camera installation through the City was decided by consensus. Washington University already has its own system. Mr. Kraft believes the library board certainly has

the right to express its opinion regarding the surveillance cameras and should schedule a meeting with the police chief regarding the camera(s) and receive answers to any questions surrounding their use.

#### President's Report

#### Committee Reports

##### Old Business

Disposition of Buildings committee-the committee has voted to dispose of Delmar-Harvard expeditiously, as the building does not meet the district's current or future needs. The Library has no influence on the disposition.

##### New Business

##### Adjournment

The meeting was adjourned at 6:32 PM

Deborah Arbogast-Board Secretary

## LIBRARIAN'S REPORT, March 2012

<b>MONTHLY CIRCULATION STATISTICS, February 2012</b>						
	<b>Feb 2012</b>	<b>Feb 2011</b>	<b>%chg</b>	<b>2011-2012</b>	<b>2010-2011</b>	<b>%chg to date</b>
1st time checkouts	31,706	31,329	1%	266,859	286,823	-7%
Renewals in library	906	1,007	-10%	8,671	8,244	5%
Phone renewals	2,810	2,620	7%	22,530	19,894	13%
iPAC renewals	5,505	6,077	-9%	44,794	53,497	-16%
Computers	-3,447	-3,028	14%	-30,073	-30,680	-2%
Subtotal	37,480	38,005	-1%	312,781	337,778	-7%
EBooks	394	137	188%	2,427	744	226%
Downloadable Audio	207	235	-12%	2,040	1,943	5%
Total Downloadable	601	372	62%	4,467	2,687	66%
<b>Total</b>	<b>38,081</b>	<b>38,377</b>	<b>-1%</b>	<b>317,248</b>	<b>340,465</b>	<b>-7%</b>

### **Circulation Report**

Circulations were down 1% in February 2012 compared to February, 2011.

### **Budget**

The Library's Budget was misprinted in the City's draft budget. The corrected version should be available by the time the Board meets.

### **City's Security Camera**

The City has contracted with Facility Control Systems to install security cameras in the Loop. Nick Vnuk, Facility Control Systems' representative, met with Tim Black and me about the possibility of mounting a camera to the NE corner of the library building, so that the Police Department will be able to monitor both the intersection of Kingsland and Delmar, and the municipal parking to the east of us. Alternatively, they are considering the SE corner of our building for a better view of the intersection. Since our building does not have a direct connection to the City's network, Facility Control Systems would also need to mount a wireless antenna to transmit the camera's signal to the Police Department.

### **Staff News**

Tim Black, our building supervisor, has told us that he will be retiring in May. We are seeking bids from commercial cleaning services, in order to compare their prices to the cost of keeping the custodial and maintenance work in-house.

Marsha Tversky, our part-time circulation assistant, is also considering retirement, or an extended leave. As many of you know, Shirley Goldberg passed away last month. Shirley had worked as a full-time Reference Librarian from 1963-1988, and then returned to help us on a part-time basis until she re-retired in 2006. We will miss her. There have been many generous donations made to the library in her memory. Ralph Bowser, long-time Historical Society of University City board member, and father to our staff member, David Bowser, passed away last week. He was a very kind, knowledgeable, and helpful man and will be greatly missed.

### **City Audit Report – Changing Library Financial Reporting**

Tina Charumilind will meet with Christa and me early next week to discuss the changes to be made in how the City will present the Library's financial information in their annual financial report. The changes will be made based on the suggestions made in the recent independent audit.

### **Chiller and Air handler**

Christa van Herreweghe, Tim Black, and I met with Gary Kunnemann and Joe Becker, from Albert Arno, our HVAC contractor, on February 23, to talk about the chillers and the air handlers. Both men believed that we should be able to expect that our air conditioning chiller would last another 5-10 years. R22, the

coolant our chiller uses, should continue to be available over that time period, though the price could increase. The compressors, with which we have had problems in the past, would cost approximately \$18,000 to replace.

Albert Arno provided us with a revised bid for a replacement chiller system at \$146,621, 10% over the \$133,000 bid from 2010.

Both men believed that replacing our air handlers with a more efficient “fan wall” system would not produce enough energy cost savings to justify the purchase, since there would be an large additional expense for the reconfiguration of the ventilation system throughout the building. They are of the opinion that the current air handlers should last for quite a while and that if and when components fail, those individual components could be repaired, replaced, or even fabricated (if a part was no longer available) for a reasonable amount. Neither man was aware of any renewal of the credit programs that Ameren had offered in 2010-2011.

### **Missouri Public Library Standards**

The board will discuss pages one through six of the current version of the Missouri Public Library Standards ([www.sos.mo.gov/library/libstan.pdf](http://www.sos.mo.gov/library/libstan.pdf)), “Structure, Governance and Administration.” My understanding is that the “Standards” represent the practices that all librarians involved with this project agreed upon, and that the “Guidelines” had a strong contingent of librarians pulling for them, but they were not unanimous choices.

### **Building Issues Update**

Cooling Components should have the replacement “fill” for our cooling tower in late March. They will schedule a time to seal the tower once the “fill” arrives.

Ford Asphalt would like to schedule the sealing and re-striping of the parking lot for sometime in April. They will need temperatures to be over 60 degrees for several rain-free days.

The relay controlling the second-floor lights was replaced this week. We haven’t received the bill yet.

We had a plumber replace the non-functioning mop-sink faucet by the public restrooms, so that hot water is available for custodial staff. On the advice of the plumber, we also had shut-off valves installed between the water main and the public area of the building, so that we no longer have to shut off all the building’s water supply to do restroom plumbing repairs.

### **Glossary**

We will have the requested glossary of frequently used terms and abbreviations available at the board meeting.

### **EBook update**

Random House has announced that they will begin charging libraries significantly more than they charge retail customers for eBooks, with increases of up to 300%.

The MLC is considering contracting with 3M to provide eBooks, while continuing to subscribe to Overdrive. 3M’s product is still in beta testing, but is supposed to be easier for patrons to use. There is no benefit in terms of pricing or publisher availability, and Kindles are currently not working with 3M’s eBooks. 3M’s main selling point is that if a library leaves 3M, they retain rights to the titles purchased through 3M.

### **City Council Budget Study Session**

City Manager Lehman Walker has asked that the Larry and I meet with City Council for a budget study session on Monday, April 23.

### **Library Director’s Report**

I will have a short presentation ready for the board regarding this past year at UCPL, what we hope to accomplish in the coming year or so, along with our vision the Library’s place in the community.