

Meeting minutes of the Board of Trustees for the University City Public Library for February 8, 2012.

Attendance

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

Members Absent: Beth Ostroff, excused

City Council Liaison: Steve Kraft

Library Staff: Patrick Wall-Director, Christa Van Herreweghe

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 January meeting were approved, with corrections.

Correspondence

A donation of a book of poetry made by Shelia Gollub

A donation of two books on fishing in honor of the mailman on the 7800 block of Cornell made by Craig Mold

A donation of a book by Margaret Hermes, who is coming to the library to speak made by Kay and Leo Drey

Friends

There was no Friends report this month.

Librarian's Report (full report attached)

- Circulation is reported to be down as compared with the same time period last year.
- There will be an updated version of the 2012-2013 budget.
- On the preliminary budget, there are some items that need to be corrected:
 - the tax rate is incorrect (page 25);
 - line 5460-medical insurance –an 8 to 10% increase;
 - line 4852-interest rate- \$30,000 is incorrect, will obtain the proper number;
 - line 5175-consortium bill-we will now pay only our own portion
- There have been some staff changes including leaves for new births and military deployments.
- Patrick has accepted a position on the Dartmouth Medal committee, which will ensure the library will continue to receive a large number of reference titles. Kathleen Gallagher and Patrick attended the Midwinter meeting and Kathleen hopes to be appointed to the Sophie Brody Medal committee for the best of Jewish literature.
- The ALA would like to see dialogue with the publishers about e-books.

- Larry, Christa and Patrick attended legislative day in Jefferson City to promote state aid to public libraries. Local legislators were invited to come to the library and read to children. Sen. Chappelle-Nadal has accepted the invitation.
- Patrick has been asked to serve on the committee re-writing the Missouri Public Library Standards. The Missouri Public Library Standards section on Structure, Governance and Administrative will be reviewed next month
- The December blood drive was successful and there will another on April 6.
- St. Louis Public Library is sending a check to the University City Public Library for \$14,676.28 for miscellaneous reimbursement.
- Cooling Tower bids: Cooling Components, Inc. has received favorable references from non-library business.

Council Liaison

Councilman Kraft noted some of the relevant items of the internal auditors (hired by the Council), which they felt very strongly about :

the library should be a separate reporting entity from the city, although it may be in the same bookkeeping entity;
the accounts will be clearly separate;
reporting system will be modified;

President's Report

Committee Reports

Personnel Committee: Members Larry Nolan, David Stokes, Beth Ostrum, Serena Jones to discuss salary increases for library employees. One focus for director –objectives that will be important for the library and the goals for the future.

Old Business

Disposition of Buildings committee-the committee is still working. Joy was unable to attend last month's meeting.

New Business

Motion to accept bid from Cooling Components, Inc. for sealing the cooling tower. Motion approved by all members.

Motion to go into closed session for personnel discussions. Motion approved by all members. The Board voted to approve a two percent raise for library employees, full and part time, excluding the director.

The Board voted to approve a four percent raise for the library director.

Adjournment

The meeting was adjourned at 6:25 PM

Deborah Arbogast-Board Secretary

LIBRARIAN'S REPORT, February 2012

MONTHLY CIRCULATION STATISTICS, December 2011						
	Jan 2012	Jan 2011	%chg	2011-2012	2010-2011	%chg to date
1st time checkouts	31,484	37,475	-16%	235,153	255,494	-8%
Renewals in library	846	858	-2%	7,765	7,237	7%
Phone renewals	2867	2763	4%	19,720	17,274	14%
iPAC renewals	5,352	6,352	-16%	39,289	47,420	-17%
Computers	-3,309	-3,449	-4%	-26,626	-27,652	-4%
Subtotal	37,240	43,999	-15%	275,301	299,773	-8%
Ebooks	464	193	140%	2,033	607	235%
Downloadable Audio	319	241	32%	1,833	1,708	7%
Total Downloadable	783	434	80%	3,866	2,315	67%
Total	38,023	44,433	-14%	279,167	302,088	-8%

Circulation Report

Along with the rest of the MLC (other than Webster Groves, whose circulation rebounded following a 20% decrease), we had decreased circulations for December 2012, compared with our December 2011 numbers. We will continue to monitor the numbers and our staff will work on making sure that the Library remains an appealing and relevant destination for U-City residents.

Budget

I will have an updated version of the 2012-2013 Library budget for the Board.

Staff changes

Tory and his wife, Venus, and Kara and her husband Karl, have had babies. Both Tory and Kara will be out for several weeks. Bea had a grandson. We are very happy for all of them! Raheem is off for more training before being deployed with his unit to Afghanistan in the early spring. Our thoughts and prayers are with him, and we hope to see him back here soon. Former staff member David will be rejoining us as a shelver to replace Raheem.

Meeting Reports

I have attached reports from Kathleen Gallagher and myself from Midwinter. Annie Fuller will be taking my spot on the Outstanding Reference Sources Committee this year, and I have accepted a position on the Dartmouth Medal committee, so the library will continue to receive a large number of review copies of reference titles for our collection. Kathleen Gallagher is hoping to be appointed to the Sophie Brody Medal committee for best work of Jewish Literature. There are also brief reports from several other meetings this last month attached.

Blood Drive

We had such a successful blood drive, with 21 pints collected, in late December that the Red Cross has asked us to schedule another drive for Friday, April 6. This will be in addition to their regular July drive.

Cooling Tower Repair

Since Cooling Components was the only bidder not to come recommended by a local library, we have asked them to provide references (besides Chem-Aqua, our water treatment contractor) They provided five references for us to check. Four have returned my calls so far :

- Sigma-Aldrich--has them do all HVAC and refrigeration work, thinks that their work is very good, but that they could do a better job of cleanup.
- US Bank--has worked with them for 10 years, very satisfied, very responsive, good work.

- Johnson Controls at America's Center--very good work, very responsive, one cooling tower they sealed failed and had to be replaced, but believes it was their own fault for waiting too long to have sealing done.
- Ameren UE ---would use again, 7 out of 10 with points off on the contracting end, work was fine.
- Saint Louis University

Contractor Name	Recommended by	BBB rating	MO Atty Gen	Sealing cost	Replacement Fill cost	Total
Cooling Components	Chem-Aqua	NR	No Complaints	\$6,250.00	Included	\$6,250.00
Bermuda Air Conditioning and Heating	Ferguson Library	A+	No complaints	\$8,335.00	included	\$8,335.00

Action: Choose contractor to seal cooling tower.