

Meeting minutes of the Board of Trustees for the University City Public Library for April 11, 2012.

Attendance

**Members Present:** Joy Lieberman, Luise Hoffman, Larry Nolan, David Stokes, Susan Glassman, Deborah Arbogast

**Members Absent:** Serena Jones, Beth Ostroff, William Baldwin

**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 5:20 PM by Larry Nolan, President

Minutes

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

Correspondence

Two thank you letters were received from Operation FoodSearch.

Thank you note from Krim Williams for the home bound book service and a donation of \$50.00.

Friends Report

The Friends met on April 10, 2012 and will have their annual meeting on April 23, 2012, with guest, David Clewell, Missouri's poet laureate. The Friends are giving a \$7,000 gift to the library this year. The Friends will host Hugh McDonald on October 12, 2012. Final preparations were made for the annual Trivia Night, which will be held at the library on May 12.

Librarian's Report

The Librarian's Report was provided by Patrick and the full report is attached to the minutes.

Patrick provided a power point presentation regarding the vision for the future of the library and the current status of the library, including the current collection, adapting the collection for future needs, circulation numbers, e-media, youth services, adult services, technology, fund raising, grants and library staff.

Questions were asked regarding the use of the building and utilizing fiber optic lines to be installed along the trolley line.

Council Liaison

Councilman Kraft stated that the budget will soon be passed by the City Council. He also indicated that the liaisons for the various boards may be changing and the library board may have a new council liaison.

President's Report

## Committee Reports

### Old Business

The Public Library Standards were reviewed, specifically page 4. Guidelines 1 through 7, 10-13 and 15 were considered acceptable as written.

Guideline 8 needs to more specific as to “insurance” coverage.

Guideline 9 should indicate the library director, as well as the board chair, may provide new board members with a review of the bylaws, policies and practices of the board.

Guideline 14 should indicate training is available and, if online, give references.

Page 5 includes Guidelines 16-29 and it was noted that the University City is approximately in the mid-range of salary and compensation levels for public libraries. (Guideline 28-29)

Board members should be prepared to discuss page 6 for the next meeting.

### New Business

Information regarding the loop security camera, and a copy of the license agreement is attached. As to the security camera to be installed on the library property, the board voted to approve the agreement with the caveat that any damage to the parking lot while installing the conduit will covered and repaired at no cost to the library, a drawing indicating the location of the conduit will be provided and the camera will continuously monitor the parking lot.

Nominations were taken for new officers:

Larry Nolan was nominated for another term as president and Luise Hoffman as vice-president. Deborah Arbogast was nominated for another term as secretary. Serena Jones will also be considered if she has an interest.

### Adjournment

The meeting was adjourned at 6:44 PM

Deborah Arbogast-Board Secretary

## LIBRARIAN'S REPORT, April 2012

MONTHLY CIRCULATION STATISTICS, March 2012						
	Mar 2012	Mar 2011	%chg	2011-2012	2010-2011	%chg to date
1st time checkouts	33,330	37,101	-10%	300,189	323,924	-8%
Renewals in library	1,021	1,103	-7%	9,774	9,347	4%
Phone renewals	2,806	3,005	-7%	25,336	22,899	10%
iPAC renewals	6,237	6,944	-10%	51,031	60,441	-18%
Computers	-3,648	-3,961	-8%	-33,721	-34,641	-3%
Subtotal	39,746	44,192	-10%	352,527	381,970	-8%
EBooks	515	154	234%	2,942	898	226%
Downloadable Audio	360	276	30%	2,400	2,219	8%
Total Downloadable	875	430	103%	5,342	3,117	42%
<b>Total</b>	<b>40,621</b>	<b>44,622</b>	<b>-9%</b>	<b>357,869</b>	<b>385,087</b>	<b>-8%</b>

### Circulation Report

Circulations were down 9% in March, 2012 compared to March, 2011. Circulation of Ebooks and downloadable audiobooks was up 103%.

### Budget

The Finance department should have our statements of Revenues and Expenditures by Monday, April 9. Bank statements and the bank reconciliation may not be available before the meeting. I will send out these items as soon as I receive them.

Tina has talked to Commerce Bank and many of the fees we were being charged for our account should be eliminated.

### Staff News

We have advertised the building supervisor position and are beginning to interview candidates. Bids from cleaning services vary from \$2442 per month (\$29,304 per year) for a lighter cleaning schedule to \$2,730 per month (\$32,760 per year) form the high bidder for full cleaning.

### Missouri Public Library Standards

The board plans on discussing 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.

I have included the handouts from the Sate Library's first Trustee Training session "in the packet. Please let me know if you have not registered, but wish to attend the sessions held at the Kirkwood Public Library on April 10, April 12, or April 17.

### Building Issues Update

Cooling Components has completed the repairs on the cooling tower. The air conditioner is ready to run, and was used during the end of the most recent hot spell.

Tina has noted that \$200,000 will be kept in the checking account for possible HVAC repairs or replacements.

Ford Asphalt will be sealing and re-stripping the parking lot on April 13, weather permitting.

We received a bill for \$2,639 for replacement of the relay controlling the second-floor lights.

**EBook update**

The MLC will be renewing their contract with Overdrive for another two years, while continuing to explore other options.

**Programs**

State Senator Maria Chappelle-Nadal was here for two wonderful story-times over the last two weeks, and will be here for one more at the end of the month.

The second discussion for *12 Steps to a Compassionate Life* will be held Sunday, April 15 at 2pm.

We had over 150 people at our various programs during the last week of March.

The Friends of the Library will welcome Missouri's poet laureate, David Clewell, on April 23.

James Erwin will read from his new book *Guerrillas in Civil War Missouri*, here on Thursday, April 26. The Historical Society will host author Alan Spector on April 19 for a reading of his new book about the history of the University City School District.

Washington University will help us with a discussion of Shakespeare's *As You Like It* at 11:30am on Thursday, April 12.

**Grant Update**

Youth Services received a grant from Mastercard and we have used the funds to purchase the Library's first iPad, which they will use for upcoming programs.

Kara and Christa were successful in their application for an LSTA grant to purchase a fax machine / scanner for the public.

The initial review of our 2012-2014 RAC grant request was positive. We have added programs based on "Novels of the Harlem Renaissance" and "Jewish Folktales" to our application and asked for twice the funding we had received for 2010-2012.

**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.

**City's Security Camera**

The City is considering mounting the security camera on a pole at the NE corner of our lot, instead of on the building. I have attached the sample agreement and letter from the Community Development Department along with information about the camera mounting pole.