

Meeting minutes of the Board of Trustees for the University City Public Library for June 13, 2012.

Attendance

Members Present: Joy Lieberman, Luise Hoffman, Susan Glassman, Serena Jones, Beth Ostroff, William Baldwin and David Stokes

Members Absent: Larry Nolan, Deborah Arbogast

City Council Liaison: Terry Crow- absent

Library Staff: Patrick Wall-Director, Christa Van Herreweghe

The meeting of the University City Public Library was called to order at 5:22 PM by Luise Hoffman, Vice President

Minutes

The Board Secretary being absent, there were no minutes from the May meeting.

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 Friend's are giving a \$7,000 gift to the library this year. The Friend's 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

Joy Lieberman made a motion that the Library close on Veteran's Day, Monday, November 12, 2012 for staff in-service training and carpet cleaning. Susan Glassman seconded. Motion passed unanimously.

Joy Lieberman made a motion to accept the 2012-2013 revised budget. David Stokes seconded. Motion passed unanimously.

There was a discussion of some ideas for the future of the Library including the Mayor's idea for a new branch library on the Northwest side of the City. Several less costly ideas for providing services to this area were discussed including working with churches, and the School District. The meeting rooms were discussed as they currently exist, with possibilities for improvements.

There was a discussion of the pending patron survey and conduction focus groups as well.

Council Liaison

Councilman Crow was unable to attend the board meeting due to a previous commitment. He sent his apologies.

President's Report

Committee Reports

Old Business

New Business

Adjournment

The meeting was adjourned at 6:33 PM

Patrick Wall-Library Director

LIBRARIAN'S REPORT, June 2012

MONTHLY CIRCULATION STATISTICS, May 2012						
	May 2012	May 2011	%chg	2011-2012	2010-2011	%chg to date
1st time checkouts	32,163	34,225	-6%	361,932	390,989	-7%
Renewals in library	854	1,002	-15%	11,611	11,391	2%
Phone renewals	2,681	2,531	6%	30,859	28,372	9%
iPAC renewals	5,895	5,505	7%	62,490	71,738	-13%
Computers	-3,773	-3,880	-3%	-40,999	-42,198	-3%
Subtotal	37,820	39,383	-4%	425,811	460,292	-7%
EBooks	449	191	135%	3,804	1,234	208%
Downloadable Audio	251	280	-10%	2,941	2,726	8%
Total Downloadable	700	471	49%	6,745	3,960	70%
Total	38,520	39,854	-3%	432,556	464,252	-7%

Information Items

Circulation Report

Overall circulation was down 3% in May 2012 compared to May 2011, but up almost 7% over April 2012.

Circulation of Ebooks and downloadable audiobooks were up 49% over last year.

Annual Forms

The "Public Library Board Trustees List" must be signed by the Library Director and the President of the Library board of Trustees. The "Voted-Tax, Municipal Library Application, for FY 13 State Aid Grant" must be signed by a Certifying City Official (I will ask Tina Charumilind, the City's Finance Director to do this), the Library Director, and the President of the Library Board of Trustees. This form must also be notarized.

Both documents must be submitted to the State Library by July 31, 2012.

Patron Cards blocked at \$10

At the May meeting, the Library Board approved an increase from \$5 to \$10 in the amount a patron would be allowed to owe the Library in fines or fees before their card was blocked. In attempting to implement this policy we discovered that this is not a change we can make unilaterally in Horizon. The access-block occurs at the "Borrower Type" level, and these same Borrower Types are shared by all MLC libraries. I have asked that this issue be placed on the MLC agenda for our June 14 meeting. Marlene, our MLC System Administrator, has also asked Sirsi / Dynix for assistance in changing the settings in our ILS, allowing UCPL to make this change on its own, should the MLC choose not to agree to make the change in

Wireless Network Upgrade

- MOREnet, our internet support organization and service provider, and has a new wireless analysis tool. This tool allows them to map out a building and determine optimal wireless implementation. We hope to have their team at our Library on June 26, or July 10 to help us determine how to best move forward with our wireless upgrade.
- There will be a meeting of the Loop Hub Project at COCA on June 14, from 6:30-8:00 pm discussing the hope to bring Gigabit Internet service to the community along The Loop Trolley right of way.

Staff News

- Dallas Dufer has joined us as our new Building Supervisor. He started on May 16, and is off to a great start in this position.
- Thanks to the City Council and the City Manager (and Therese Hayes in HR) we have four young staff members joining us this summer as part of the City's Youth Employment Program (YEP). We will rotate the YEP participants through the various library departments and have

them help us with several interesting projects from shelving and moving books, to assisting with the Summer Reading Program, to helping us get ready for our community survey.

MPLD

I have just returned from the Missouri Public Library Directors' meeting in Chillicothe, MO. I will have a written report ready for you before Wednesday's meeting.

Building Issues Update

Dallas has been able to contact with Freeman Contracting about our bathroom floors. They are due to come out and drill small diameter holes through the floor to determine the extent of any subsurface voids.

There will be a meeting concerning the installation of the City's Security Cameras this week. Once the camera installation is complete, we will reschedule the parking lot sealing and striping.

Summer Reading

The Youth Services Department is off to a great start with the Summer Reading Program, with well over one hundred volunteers and 305 readers reporting during the first week.

Discussion Items

Library Direction

There are a lot of changes on the horizon for public libraries and for University City. The Library continues to circulate books and other physical media in large numbers, while newer formats such as Ebooks continue to grow, and continue to pose new challenges.

The Missouri Evergreen project may provide an economically attractive alternative to our current ILS, and may change the way our patrons access books, movies and music. This would involve the nine-member Municipal Library Consortium joining with the other thirteen libraries already in the consortium. The first four libraries of the Evergreen consortium hope to have their shared catalog up in August.

Locally, the Parkview Gardens project, the Loop Trolley, and the Loop Hub project could each have an enormous impact on the community and on the Library.

Survey Questions

I have included the survey questions that were asked of library users and library non-users in the 2009 community survey.

Are there questions you feel we need to ask that were not asked last time? Are there questions from 2009 that we can skip this time?

Missouri Public Library Standards

The Missouri Public Library Standards committee held its second meeting and has begun a wholesale revision of the standards. I have included a copy of the current Finance section, and will forward to you the revisions that have been proposed by that committee.

Committee Choices

The June meeting marks the beginning of new terms for Board officers. As elected at the May meeting, the officers are:

- President-Larry Nolan
- Vice President-Luise Hoffman
- Treasurer-Joy Lieberman
- Secretary-Deborah Arbogast

Larry Nolan would like board members to choose on which committees they wish to serve. He will make appointments at the next board meeting.

The current Committee members (with Chairs underlined) are:

Budget & Finance: Beth Ostroff, Joy Lieberman, David Stokes

Long Range Planning: Susan Glassman, Deborah Arbogast, Luise Hoffman

Building & Grounds: Luise Hoffman, Deborah Arbogast, Joy Lieberman

Personnel & Policy: David Stokes, Bill Baldwin, Serena Jones

Action Items

Veterans Day

With the Board's approval, we would like to close the library to the public on Veterans Day, Monday, November 12, 2012. We would use that time for a staff in-service training day, for painting and for carpet and furniture cleaning. Full-time staff would attend work for the full day, and part-time staff would be paid for the hours they are in attendance at training.

Action-Vote on closing the library on Veterans Day.

2011-2012 Budget

We should have the Library Statement of Revenues and Expenditures through May 31 sometime before the Wednesday meeting. With the information that we had as of last month, it did not look as though we will need to make any budget transfers for the 2011-2012 budget. I will double-check this with Tina Charumilind once we receive the May figures.

Action-Vote on 2011-2012 budget transfers if necessary.

2012-2013 Budget

In the budget included with this packet, I have adjusted the highlighted budget lines. I believe that these are accurate, obtainable numbers for the library and would allow us to have a balanced budget with two exceptions. One: the Jarvis A. Thurston & Mona Van Duyn Thurston Fund, from which we spend \$8,500 annually on items for our collection, was recorded as income in prior years, but now resides in our reserves and must be spent as such.

Two: with the budget as tight as it is currently, any building improvements, furniture purchases or capital outlay will have to come from our reserves (we have \$50,000 in the capital outlay budget line, 8001).

We will not receive the required pension contribution from Buck Consultants until after the Pension Board's June 26 meeting and are assuming that the amount required will be similar to that of the last several years.

Action-Vote on 2012-2013 Library Budget.