

Meeting minutes of the Board of Trustees for the University City Public Library for May 9, 2012.

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Attendance

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

**Members Absent:** Joy Lieberman

**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 5:18 PM by Larry Nolan, President

Minutes

The minutes from the April meeting were approved.

Correspondence

Thank you letters were received from Operation FoodSearch.

Two donations were received, one for \$25 and one for \$75. The larger donation is to used for the jazz collection.

Friends Report

In addition to a \$7,000 gift to the library, the friends are giving \$500 to U City in Bloom for landscaping at the library. The University City Historical Society donated \$1500 to the library.

Librarian's Report

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

Council Liaison

Councilman Kraft reported there will be a public meeting regarding the trolley on May 16 at the library.

There is a \$600,000 plan for Parkview Gardens, which is collaboration with U City, Washington University, MSD and others Washington University is a driving force behind the plan but the plans are not finalized.

There may be high-speed internet lines installed down Delmar when the trolley is installed and this should benefit the library,

The library board will have a new council liaison-Terry Crowe.

President's Report

Committee Reports

Old Business

Specific portions of the Public Library Standards were reviewed and commented on by the board.

New Business

New officers are as follows:

Larry Nolan-president

Luis Hoffman-vice president

Joy Lieberman-treasurer

Deborah Arbogast-secretary

A motion was made and the new officers were approved by all members

Adjournment

The meeting was adjourned at 6:41 PM

Deborah Arbogast-Board Secretary

## LIBRARIAN'S REPORT, May 2012

MONTHLY CIRCULATION STATISTICS, April 2012						
	April 2012	April 2011	%chg	2011-2012	2010-2011	%chg to date
1st time checkouts	29580	32840	-9.9%	329,769	356,764	-8%
Renewals in library	983	1042	-5.7%	10,757	10,389	4%
Phone renewals	2842	2942	-3.4%	28,178	25,841	9%
iPAC renewals	5564	5792	-3.9%	56,595	66,233	-15%
Computers	-3,505	-3,677	-4.7%	-37,226	-38,318	-3%
Subtotal	35,464	38,939	-8.9%	387,991	420,909	-8%
EBooks	413	145	184.8%	3,355	1043	222%
Downloadable Audio	290	227	27.8%	2,690	2,446	10%
Total Downloadable	703	372	89.0%	6,045	3,489	73%
<b>Total</b>	<b>36,167</b>	<b>39,311</b>	<b>-8.0%</b>	<b>394,036</b>	<b>424,398</b>	<b>-7%</b>

### Circulation Report

Circulations were down 8% in April, 2012 compared to April, 2011. Circulations of Ebooks and downloadable audiobooks were up 89%.

### Budget

- The City Council study session for the Library's budget has been moved to Tuesday, May 29.
- It was initially estimated that the cost for employee health insurance would increase 8% for the next fiscal year. Therese Hayes, the new HR person at City Hall, now believes that the increase will be 4%.
- We received this year's bill for reciprocal borrowing from St Louis County Library. Almost every library in the MLC saw a large increase in charges assessed by St Louis County. We have asked them for more detailed information on the circulations involved. I have included the data that we have received.
- I hope to have our monthly reports from City Hall by Wednesday.

### Small Balance Collections from Unique

We pay approximately \$200 per month to Unique for the Small Balance program. Under this program Unique sends out additional notices to patrons who owe more than \$10, but less than \$25. We receive about two complaints a month from patrons who are offended by the idea that we are sending them to a collection agency. I have included alternate wording for the notices, and will have a report that tracks the effectiveness of this program.

### Volunteer Policy

We are working on a policy regarding people volunteering their time at the library.

### Salary Survey

I have included some information concerning salaries at this and other libraries.

### Donations

We received a \$7,000 donation from the Friends of the Library at their annual meeting last month. The Friends also donated \$500 to U-City in Bloom for landscaping at the Library. We also received a \$1,500 donation from the Historical Society of University City.

### Wireless network upgrade

- We would like to tell the Friends and the Historical Society that in addition to helping to fund our summer reading program, the Library will use their donations to help us replace and improve our wireless network.
- Larry, Christa and I attended a meeting on the Loop Hub Project. They are planning to run fiber optic lines in the path of the loop trolley as the track is laid. This will potentially give Gigabyte access along Delmar in the Loop. The representatives of this group have asked us to be a

demonstration point for their project, and will give us more details about what this may involve soon.

### **Staff News**

- Three staff members and one priceless volunteer were out for minor surgical procedures this past month.
- We hope to have a new building supervisor in place this month. We have made an offer of employment to our top candidate.
- The Library is featuring a retrospective of Tim Black's work in our Gallery this month.

### **Missouri Public Library Standards**

- The board plans on discussing page 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)), This is the section titled "Responsibilities of the Library Board in Relation to the Responsibilities of the Library Director."
- The State Library has announced a five-course, online Trustee Academy.

### **Building Issues Update**

Ford Asphalt will be sealing and re-stripping the parking lot on Friday, May 11. The originally scheduled date, April 13, was rained out.

### **Election of Officers**

The slate of candidates nominated at the April, 2012 Board meeting includes:

- President-Larry Nolan
- Vice President-Luise Hoffman
- Treasurer-Joy Lieberman
- Secretary-Serena Jones (if she is willing)