

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

Attendance

Members Present: Luise Hoffman, Larry Nolan, Susan Glassman, Joy Lieberman,, Beth Ostroff.

Members Absent: Deborah Arbogast, David Stokes, Serena Jones, William Baldwin

City Council Liaison: Terry Crowe

Library Staff: Patrick Wall-Director, Christa Van Herreweghe

The meeting of the University City Public Library was called to order at 5:37 PM by Larry Nolan, President

Minutes

The minutes from the October meeting will be brought for approval to the December, 2012 meeting.

Correspondence

A thank you note was received from the family that won an on-field appearance at a Cardinals game.

Friends Report

The Friends have received a tremendous response from their annual membership drive, including a \$1,000 donation, 1-\$250 donation, 12-\$100 donations.

Author Terry Baker Mulligan will speak at the meeting on January 30, 2013, reading from her book *Sugar Hill: Where the Sun Rose over Harlem*.

The Friends gave a gift to the Library of \$200 in honor of Victoria Thomas.

Librarian's Report

The Veterans Day carpet cleaning went well, cleaning of the large blue chairs and cleaning of the back room was included at greatly reduced price.

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

Board members were happy with the choice of Bond Architects for help in choosing furniture at the lowered price.

The board discussed the Municipal Library Consortium's pending decision on its Integrated Library System, choosing whether to maintain our own in-house ILS server for Sirsi/Dynix Horizon, to move to Sirsi/Dynix's software as a service SaaS, or to move to the newly formed Missouri Evergreen consortium.

The board would like us to learn more about Evergreen before UCPL votes on the ILS. Funds will have to be moved in to lines 6400 for Office Equip maintenance, and 6130 for advertising. We are overspending Line 7570, Hardware and Hand tools, but under-spending 6360, building maintenance. This has occurred because our building supervisor,

Dallas Dufer has been purchasing material, paint, lights, etc., doing the work himself, along with Steve Jones, instead of contracting the work.

Council Liaison

- Council asked the City Manager to hire 4 new police officers, the Council is concerned about the recent crime increase.
- Tree pruning will be increased.
- Bike-ability, walk-ability will be addressed.
- Musick neighborhood watershed grant project will seek funding from MSD.
- Nuisance properties will be addressed in an upcoming ordinance.
- Police Station
- Pension board has 2 new members, Frank Reedy and Steve McMahon. Money managers were present at last meeting. Pension board members may bring proposal to City Council to increase contribution to non-uniformed pension fund (probably by \$1,000,000).
- Fire Chief Don Miner is retiring.

President's Report

None.

Committee Reports

There was a presentation by the Loop Trolley group to the Building and Grounds committee before the board meeting.

- The Trolley terminus will be in front of the Library on the north side of Delmar.
- Trolleys should only be parked in front of the library for 3-5 minutes.
- The westernmost Sycamore tree will have to be removed to make room for the wiring.
- The sidewalks will have accessibility cutouts installed.

Old Business

None.

New Business

Action items:

There was a motion to include the wording "I understand that with this card my child may borrow any circulating items available at the library" on the application for a child's borrower card. The motion was seconded and passed by a vote of 4-1.

There was a motion to accept the calendar dates for 2013. The motion was seconded and passed unanimously.

There was a discussion of lending ereaders at the University City Public Library. Patrick and Christa will have a proposal to the board in the next couple of months.

There was a discussion of, and no objection to using both Akron and Benson electric for outlet installation.

The board approved \$1235 for Bond Architects for assistance with choosing furniture.

Data on meeting room usage will be brought to the board at one of the next board meetings.

There should be an art proposal from a Washington University Art student-instructor at the next meeting.

Adjournment The meeting was adjourned at 6:36 PM
Patrick Wall, Library Director.

LIBRARIAN'S REPORT, November 2012

MONTHLY CIRCULATION STATISTICS, October 2012						
	Oct 2012	Oct 2011	%chg	2012-2013	2011-2012	%chg to date
1st time checkouts	31,301	31,805	-2%	131,236	139,973	-7%
Renewals in library	863	1027	-19%	3,364	5,129	-52%
Phone renewals	2,961	3,054	-3%	10,967	11,238	-2%
iPAC renewals	5,663	5,569	2%	22,286	23,011	-3%
Computers	-4,014	-3,902	3%	-15,587	-16,386	-5%
Subtotal	36,774	37,553	-2%	152,266	162,965	-7%
EBooks	523	259	50%	2,182	960	56%
Downloadable Audio	250	233	7%	1,137	988	13%
Total Downloadable	773	492	36%	3,319	1,948	41%
Total	37,547	38,045	-1%	155,585	164,913	-6%

Information Items

The Loop Trolley

Doug Campion, the LTC Project Management Consultant, and Richard Wilson, the Public Works Department Head for the City of University City, will attend our meeting. Mr. Campion will give a brief presentation, and then Mr. Campion and Mr. Wilson will answer questions about the proposed terminus of the Trolley in front of the Library.

Circulation Report

Overall circulation was down 1% in October 2012 compared to October 2011, but up 6% over September 2012.

Circulation of ebooks and downloadable audiobooks was up 36% over last year.

According to the Missouri 2011 Public Library Survey, which was just released by the Missouri State Library, the University City Public Library has the highest circulation of any one-building library in the state. All of those Missouri libraries with higher circulations have multiple branches.

Building Issues

The carpet will be cleaned while the Library is closed on Veteran's Day, Monday, November 12. Dallas talked to the representative from Woodard, whose bid was approved by the board at the October Board meeting. Over the course of the conversation, Woodard agreed to lower their bid price for cleaning the larger blue armchairs from \$45 per chair to \$9 per chair. This lowered the price for the cleaning those chairs from \$1575 to \$315. Even though we are expecting to replace these chairs within the fiscal year, at this price it seems reasonable to provide our patrons with the benefit of chairs.

Bond architects hopes to bring in a lower bid for assisting us with HVAC replacement than the one their engineer provided last month. We should be meeting with them sometime the week of November 12-16 to discuss this.

Bond has also provided us with a revised bid for assistance with finding suitable replacement lounge chairs. While the bid is for \$1235.00, I feel it is worth considering since Bond has gone through this process recently with several area libraries and would be able to help us ensure that we purchase quality furniture and save UCPL staff time.

Painting of the workroom area walls should be finished by the end of this month.

We have had most of the Library's sink shut-off valves replaced. Dallas found several bad valves as he has begun replacing faucets for the restroom sinks.

The new water fountains were installed in the Youth Service's department this week.

We have three bids each for two minor electrical upgrades.

Recent Donations

A patron who has recently moved to University City donated \$500 in appreciation of our Youth Services storytimes, and the digital photographs on our website, some of which he has made digital copies of for his family's new home.

At the suggestion of book appraiser, Anthony Garnett, Yvonne Churchwell and her family donated a book collection to the Library that has been appraised at over \$11,000. We will be consulting with Mr. Garnett about the possible disposition of some of the more valuable books (in the range of \$150-\$300 each). Mayor Shelley Welsch and her brothers and sisters have donated a Topaz Desktop Video magnifier to the Library in memory of their mother, Peg Welsch, an avid reader.

MLC News

Brentwood book Challenge

As I believe you all know, Brentwood Public Library recently had a book in their collection, *Uncle Bobbie's Wedding*, challenged by a patron. After a review and discussion, the Board of Trustees of the Brentwood Public Library voted to keep the book on their shelves.

Webster Groves Public Library

Webster will be closed from November 19 to December 2 while they move back to 301 E. Lockwood Ave. They hope to reopen in the newly renovated and expanded building on Monday, December 3.

Staff Training

While the carpet and chairs are being cleaned, the library staff will meet in the auditorium to discuss ways to improve our customer service, answer any staff Library policy questions, and contemplate changes in technology. We will also review ways to make sure we are all working safely and securely in a public environment.

Summer Reading

Kathleen Gallagher, Christa Van Herreweghe, Marilyn Phillips and Stephanie Jenkins are putting the finishing touches on a grant request to help fund our 2013 Children's and Adult summer reading programs.

Library Events

We hope to have Brentwood resident and bestselling Science Fiction author, Sharon Shinn, read from her new title, *Still Life with Shapeshifter* on Wednesday, December 12.

On Thursday, December 20, the Library will host a Red Cross blood drive.

We hope to have a library board and staff holiday party again this year. It was suggested that holding an early event, on Saturday, December 1, at 5:00 pm might provide for fewer scheduling conflicts and allow more people to attend.

Discussion Items

MLC's ILS

On Tuesday October 23, Marlene Johannes, Tom Cooper, the Director of the Webster Groves Public Library, Sarah Erwin, the Director of the Kirkwood Public Library, and I met with our Sirsi / Dynix sales rep about some of the decisions the MLC is facing with the pending end-of-life of its current ILS server. Sirsi / Dynix would like the MLC to migrate to their Software as a Service product, wherein we maintain our current catalog system, but have SD host it remotely. The MLC directors indicated at their September meeting that they were, for the most part, interested in staying with Sirsi / Dynix. In our discussions with them, Sirsi / Dynix has pushed for a long-term contract of 5-7 years. The MLC directors are reluctant to

commit to a contract of that length given rapid rate of change in the ILS field. At the meeting Tom Cooper asked for a shorter term contract with a relatively low annual increase.

At our November MLC meeting, MOBIUS (the 501c3 group that hosts the ILS systems for most of Missouri's college and university libraries and the entity who is now hosting the statewide public library consortium's Evergreen system) gave us a demonstration of Evergreen. The MLC directors have decided to meet in December to discuss this further.

Pension

I was unable to attend the pension board meeting on 10/23/2012, as there was a Friend's of the Library event that night. I hope to listen to the audio recording of that meeting. Tina Charumilind, the Head of the University City Finance Department has sent Cynthia Scott a list of our retirees.

Monthly Financial Reports

City Hall's Finance Department is working on their yearly audit at this time. I will probably not receive the Library's statement of revenue and expenditures or the financial statements until Tuesday, November 13. They should be available in time for the Board Meeting

Ebook Readers for Circulation

Larry has suggested that we discuss circulating ebook readers to our patrons. Kobo ereaders range in price from \$79 for their basic model to \$199 for their tablet. Barnes & Noble Nooks range from \$99 to \$269. Kindles range from \$69 to \$469. Richmond Heights, Brentwood, and Kirkwood libraries have been successful in circulating ereaders to their patrons, as have many libraries around the nation. One or two libraries have been sued for only offering what are considered non-accessible ereaders (devices that do not have a text to speech feature). The Kindle is one of the few that have that feature, so many libraries end up getting at least one Kindle, giving visually impaired patrons a choice.

Action Items

Wording on Youth Card

Several MLC libraries have had patrons ask them to restrict the borrowing privileges of juvenile patrons; keeping them from borrowing items that their parents deem inappropriate. As almost every parent has a different definition of what is and what is not appropriate for their children, the University City Public Library has long held that the decision concerning what a child may check out of the library should be between the child and the parent. I would like to add this wording to our juvenile library card application:

"I understand that with this card my child may borrow any circulating items available at the library"

Action-Vote on wording change.

2013 Library Calendar

These are the proposed dates for

Action- .Vote on closing dates for 2013

January 1, 2013	Library closed, New Year's Day
January 21, 2013	Library closed, Martin Luther King, Jr. Birthday
February 18, 2013	Library closed, President's Day
March 31, 2013	Library closed Easter Sunday
May 12, 2013	Library closed, Mothers' Day
May 27, 2013	Library closed, Memorial Day -Memorial Day Run
June 16, 2013	Library closed, Fathers' Day
July 4, 2013	Library closed, Independence Day
September 2, 2013	Library closed, Labor Day

September 1, 2013	Library closed, Labor Day Sunday
November 11, 2013	Veteran's Day Library could close for building cleaning and staff training
November 28, 2013	Library closed, Thanksgiving
November 29, 2013	Library closed, Thanksgiving Friday
December 24, 2013	Library closes at noon, Christmas Eve
December 25, 2013	Library closed, Christmas
December 31, 2013	Library closes at noon, New Year's Eve