

Meeting minutes of the Board of Trustees for the University City Public Library for
December 12, 2012

Attendance

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

Members Absent: William Baldwin, Serena Jones

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 5:25 PM by Larry Nolan, President

Minutes

The minutes from the October and November 2012 meetings were approved.

Correspondence

Donations were received from Jen Jensen, the 7800 block of Cornell Ave. in memory of friends and neighbors and the Danzingers (annual donation)

Friends' Report

The Friends reported eleven new members and have closed their saving account. Author John Lutz is unable to attend the Friend's sponsored program and the group is considering Terry Baker Mulligan, author of Sugar Hill, Where the Sun Rose Over Harlem for a program.

Council Liaison

Council member Crow was not present at the meeting
The City Council did not act on the Pension Board's suggestion of increasing the City's contribution by \$1,000,000.

Librarian's Report

- The entire librarian's report is attached to the minutes.
- Bric Partnership has agreed to revise their bid regarding consultation. No other bids to date.
- HVAC timeline-the library is looking at the 2014 cooling system which provides time to determine future needs. Other energy saving possibilities are being considered, such as double-pane windows. A suggestion was made on the possibility of a consultant on engineering services.
- There was a discussion of the ILS with MLC members. A survey of library directors resulted in only 4 votes and no consensus. The Evergreen system was formed for the state

of Georgia and is used by all the state's libraries, as well as other systems. A suggestion for a survey was made to obtain some input.

Committee Meetings

Personnel Committee-a meeting will be scheduled with Patrick to review salary changes for staff

President's Report

No specific report but a suggestion that the library board should keep informed about the pension board and the pension increase study.

New Business

A bid for \$2100 to re-upholster 2 sofas in the break room was given by Fares Interior Furnishings. A motion was made to accept the bid and was approved by all present.

The Washington University art project will be a 3 x 3 cube ceramic sculpture, which will be displayed from April- August. The funding for the project is provided by Arts and Letters. After discussion, a motion was made to approve the installation and was approved by all present.

Adjournment

The meeting was adjourned at 6:20 PM.

Deborah Arbogast-Board Secretary

LIBRARIAN'S REPORT, December 2012

MONTHLY CIRCULATION STATISTICS, November 2012						
	Nov 2012	Nov 2011	%chg	2012-2013	2011-2012	%chg to date
1st time checkouts	29,208	31,301	-7%	160,444	171,274	-7%
Renewals in library	745	863	-16%	4,109	5,992	-46%
Phone renewals	3,065	2,961	3%	14,032	14,199	-1%
iPAC renewals	5,600	5,663	-1%	27,886	28,674	-3%
Computers	-3,213	-3,522	-10%	-15,587	-16,386	-5%
Subtotal	35,405	37,266	-5%	152,266	162,965	-7%
EBooks	518	252	51%	2,182	960	56%
Downloadable Audio	225	245	-9%	1,137	988	13%
Total Downloadable	743	497	33%	3,319	1,948	41%
Total	36,148	37,763	-4%	155,585	164,913	-6%

Information Items

Circulation Report

Overall circulation was down 4% in November 2012 compared to November 2011. We were open one less day in 2012 (we closed on Veteran's day for cleaning and staff training), which could account for 3% of the drop.

Circulation of ebooks and downloadable audiobooks was up 33% over last year.

Building Issues

Dallas and Steve have completed painting the staff area of the library.

Christa, Bill and Dallas have installed the new wireless access points and testing has begun. We had half-a-dozen patrons signed on before we even told people it was available. So far, so good.

Benson Electric installed the outlets in the basement. We are still waiting to hear from Akron on installation of outlets in the staff area.

Dallas, Steve and Annie worked on reconfiguring the A/V area on the second floor to give us more room for shelving Books on CD.

McQuay will be replacing two refrigerant sensors in the back room of the basement. They are not covered in McQuay's maintenance contract. The cost will be \$852.

Dallas, Christa, and I met with Sue Pruchnicki from Bond Architects, and Andy Rein, from BRIC consulting engineers to talk about the HVAC proposal. Andy brought a revised HVAC consulting proposal with him. I have attached the revised proposal.

Andy estimates that the cost will be higher than we thought, up to around \$250,000. This would include replacing all of the coolant pumps.

Sue Pruchnicki provided us with a catalog of chairs that she thought might meet our needs. I will have copies of the catalog available.

Recent Donations

The Friends of the University City Public Library have donated \$200 in honor of Victoria Thomas, their former president.

Larry Nolan has donated a Kobo ebook reader to the Library.

Craig Mold and the residents of the 7800 block of Cornell Ave. have donated \$50 in honor of two of their friends and neighbors who had recently passed away.

Anime St Louis informed us that the University City Public Library and the Brentwood Public Library have been chosen as their charities of choice for their April 2013 convention. Attendees will be donating money and books to the two libraries.

MLC News

The MLC directors will be meeting on Thursday, December 13 to once again discuss the ILS situation. We don't normally hold a December meeting, but have decided to examine the different possibilities presented by Sirsi / Dynix and Missouri Evergreen and try to move closer to a decision. We did receive a proposal from a third vendor, Polaris, as well. The Polaris system has a great deal of functionality and many of the features we are looking for, but appears to be more expensive than Sirsi / Dynix.

Webster Groves Public Library

The Webster Grove Public Library opened again on Monday, December 3. They had moved out of their permanent home in October of 2010, hoping that renovations would take a little over a year. Their original contractor stopped work on the project late in 2011, and the remainder of the project was re-bid. Once the new contractor was hired, construction went smoothly. The pictures of the new building are beautiful. I hope to tour the newly renovated library soon. The newly renovated (and beautiful, if slightly pricier) Central Library in downtown St. Louis will have its grand opening this Sunday, December 9. Details are at www.slpl.org

Staff News

Malik, a University City High School student, has joined our Youth Services staff as a shelver. Stacey Lewis, our most recent practicum student, will be joining our Adult Services staff, helping us out with programming and reference.

Grants

We hope to hear in January from the American Library Association about the status of our *Bridging Cultures Bookshelf: Muslim Journeys* grant application. The State Library will also announce recipients of the Summer Reading Programming grants in January.

Several staff members are beginning the application process for the next tech mini grant and for a grant that will provide a collection for ereaders that can be used for staff and patron training.

Upcoming Library Events

Artist Matt Hirschfeld will have his gallery opening on Friday, December 7 from 5-8pm.

Brentwood resident and bestselling Science Fiction author Sharon Shinn will read from her new title, *Still Life with Shapeshifter* on Wednesday, December 12 at 7pm (right after the board meeting). Her previous book, *The Shape of Desire*, was on the Post-Dispatch's best of 2012 list.

On Thursday, December 20, the Library will host a Red Cross blood drive in the auditorium from 10am until 2pm. Donors can register online at redcrossblood.org using the sponsor code Ucitylibrary.

Jerry Bruder has kindly offered to present a talk on "Ethical Issues in a Changing World" for UCPL and MLC staff on January 16 at 2pm.

Our Youth Services department will once again be hosting their popular Toastmasters interactive 8-week course in the arts of communication and leadership for 7th-12th graders beginning on Saturday, January 5, 2013.

Conferences and Meetings

I attended the Missouri Public Library Standards meeting on Wednesday, December 5, 2012. The committee has revised each of the standards. We are now beginning the review and approval process. We hope to have drafts of the standards ready for review at the June 2013 meeting of the Missouri Public Library Directors (MPLD) and then presented to the Missouri Library Association (MLA) at their meeting in October 2013.

On Thursday, December 6, 2013, I attended a meeting of the directors of Missouri's mid-sized Public Libraries. We discussed ebooks, policies, and circulation statistics. The group decided to revive the public

library salary survey which the St Charles City-County Public Library had conducted until the retirement of Carl Sandstedt in 2010.

On Thursday afternoon I attended the first half of the MPLD winter meeting. I will have a report on this for the board meeting.

Kathleen Gallagher, Annie Fuller, and I will all be attending the American Library Association's midwinter meeting in January. UCPL has received over \$22,000 in books from our committee work.

Library staff and trustees will be meeting with our state legislators in Jefferson City on February 5 for Library Advocacy Day.

Discussion Items

HVAC Timeline

Andy Rein, of BRIC Partnership, estimates that after we receive bids, decide on a contractor, approve plans, and sign a contract, it will take an additional eight to ten weeks after the contractor issues a purchase order for a new chiller to arrive. Because of this he recommends that we plan on having the chiller replaced in January or February of 2014. There is no reason to believe that our current system will not last one more cooling season. Mr Rein also suggested that we consider an HVAC load study to determine if the building truly needs a 155 ton unit.

As BRIC Partnerships proposal was for significantly more than \$3,000, we informed him that we would have to seek other bids for this service. We are seeking other engineering firms, and we hope to have bids for HVAC consulting at the January 2013 board meeting.

Monthly Financial Reports

Danny will have the financial statements on Tuesday. I will email them out as soon as I receive them. According to Tina Charumilind, tax revenue received from the St Louis County Assessor's office should now be going directly into the Library's bank account.

Action Items

Reupholstering bids

We have three bids for reupholstering the two sofas in the upstairs break room

Vendor	Fabric cost per sofa	Additional cost per sofa	Total cost	BBB rating	Atty General
Peacock upholstery and furniture	\$ 703.33	\$ 2,333.00	\$ 6,072.67	Not rated-no info	No complaints
Custom Furniture Works	\$ 894.50	\$ 1,100.00	\$ 3,989.00	Accredited-A+	No complaints
Fares Interior Furniture	\$ 400.00	\$ 650.00	\$ 2,100.00	A+	No complaints

Action-Vote on reupholstering bid

University City Sculpture Project

Washington University Master of Fine Arts candidate, Jon Orosco, would like to install his *Cabinet of Curiosities* in the Library as part of the 2013 University City Sculpture series. *Cabinet of Curiosities* would be installed at the beginning of April and remain throughout the summer. I have asked Mr. Orosco for a few more details about the project and will share his answers when I receive them.

Action-Vote on Approval of Sculpture project.