

Meeting minutes of the Board of Trustees for the University City Public Library for October 10, 2012.

Attendance

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

Members Absent: Beth Ostroff, 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 5:16 PM by Larry Nolan, President

Minutes

The minutes from the September 12, 2012 meeting were approved.

Correspondence

A letter from a patron concerning a complaint about a staff member. The issue has been discussed and is being handled.

A letter from a patron who expressed thanks for help from the library reference staff.

Friends Report

The Friends held a luncheon in late September and a meeting on October 9, 2012, in which they prepared for their annual appeal. There is an up-coming event with the author, Hugh McDonald. The Friends are combining their mailing list with that of the Historical Society to attempt to reach more individuals.

The Friends donated \$200 to the library in honor Victoria Thomas, their long-time president.

Librarian's Report

- The Librarian's Report will only be reviewed if a board member has a question about a specific item.
- One of the items discussed was the trolley and the proposed stub in front of the library. Elsie Glickert spoke about her objections to this plan. Board members agreed to limit their discussion about the trolley to concerns about library property or the public sidewalk in front of the library.
- The server for the library will eventually have to be replaced and it was suggested that the long-range planning committee become involved with this decision once preliminary information is obtained by Patrick

- Parking was discussed in conjunction with the trolley, the fate of Delmar-Harvard school and the fire department. A meeting for all interested board members and others who have information was scheduled for 4:30 on November 14, 2012.

Council Liaison

- Councilman Crowe reported that the first meeting the auditors had occurred.
- There have been changes with the parking in the south loop, as business owners had complained about meters. There is now free parking available for 4 hours.
- The City council has discussed crime and the police force.
- An ordinance was passed to increase the size of the pension board. The pension board is studying the opportunity for conversion to an employee contribution vs. defined benefits plan.
- The Olivette-University City Joint Overlay district was renewed for approximately 8 months. There have been questions from a group of Olivette citizens regarding the district. Both cities have been asked to donate \$75,000 but the purpose for the funding is unclear.

President's Report

- The board will keep tabs on the city pension board's activities as it affects the library and future determinations.

Committee Reports

- The Buildings and Grounds Committee met on October 6, 2012, for the annual inspection and review. Issues included new furniture, HVAC, replacing light bulbs with LED bulbs as they need replacement, removing certain doors, installing additional security cameras and outside issues of cracks in the sidewalks, walls and settling of the concrete in areas. Much of the work will be handles internally. Any action on security cameras will be presented to the board before action is taken. Any suggestions by board members should go to Patrick.

Old Business

- User survey will be going out to patrons by email and/or mailing. No other suggestions were received regarding the survey questions.
- A discussion was had about notice requirements for public hearings, specifically related to the library's tax rate.

New Business

- A motion to approve a schedule change for the September 2013 board meeting was passed by all.
- A motion to accept a bid from Woodard for carpet cleaning was approved and passed by all.
- A bid from Bond Architects to assist in choosing furniture was found to be excessively high. Other bids will have to be accepted as well.
- Because of the decline in circulation, it was suggested that the board begin thinking about other and new uses for the library for the future. The long-range planning committee will take up this task and will utilize focus groups and survey results.

Adjournment

The meeting was adjourned at 6:45 PM

Deborah Arbogast-Board Secretary

LIBRARIAN'S REPORT, October 2012

MONTHLY CIRCULATION STATISTICS, September 2012						
	Sep 2012	Sep 2011	%chg	2012-2013	2011-2012	%chg to date
1st time checkouts	29,586	32,264	-9%	99,935	108,168	-8%
Renewals in library	651	987	-52%	2,501	4,102	-64%
Phone renewals	2,530	2,766	-9%	8,006	8,184	-2%
iPAC renewals	5,418	5,208	4%	16,623	17,442	-5%
Computers	-3,530	-3,851	-9%	-11,573	-12,484	-8%
Subtotal	34,655	37,374	-8%	115,492	125,412	-9%
EBooks	530	203	62%	1,659	701	58%
Downloadable Audio	273	184	33%	887	755	15%
Total Downloadable	803	387	52%	2,546	1,456	43%
Total	35,458	37,761	-6%	118,038	126,868	-7%

Information Items

Circulation Report

Overall circulation was down 6% in September 2012 compared to 2011.

Circulation of ebooks and downloadable audiobooks were up 52% over last year.

Building Issues

I have included the spreadsheet from the Building and Grounds Committee meeting that will be held on Saturday, October 6.

We have five bids from three companies for carpet cleaning on November 5, 2012.

We have received a proposal from Bond Architects for assistance with choosing new library furniture.

We have received a proposal from BRIC Partnership for assistance with choosing new HVAC components.

Dallas has finished painting the Boardroom and the director's office and begun painting the rest of the first-floor staff area.

We have had two more contractors inspect the first-floor men's restroom slab. We hope to have those two bids soon.

Delmar Harvard

I received a call from Todd Green, Senior Associate at CBRE, to let us know that 711 Kingsland, formerly known as Delmar-Harvard School, was now on the market. Mr. Green sent us a packet about the property, but said that they would let the market determine the price.

Loop Trolley

Because of a Ameren manhole at the corner of Kingsland and Delmar, the end point of the trolley tracks has been moved 20 feet west. The tracks will end nearer Sgt Mike King Drive. Rich Wilson, the Department Head of Public Works and Parks, will include Library staff or at least our concerns at the next meeting with the Trolley project consultants.

Meetings

Annie Fuller and I met with Mayor Welsch and Anna Gennari, the Mayor's liaison, regarding the subcommittee work that we (mostly Annie) have been doing for the Regional Initiative on Youth. Sally Master and David Bowser will be representing the Library at the Brentmoor Retirement Center's service fair on Tuesday, October 9, informing their residents of the services we offer.

On Tuesday night Christa will be attending a meeting of the Arts and Letters Commission, I will be at the Historical Society's annual dinner, and Kathleen Gallagher will be representing us at the Traffic and Parking Study meeting.

Cindy Deichmann will continue to attend Loop SBD meetings.

Wireless Network Installation

We have purchased 6 Meraki MR12 wireless access points. Christa worked with the vendor to obtain a seventh access point for the Library for free, and to reduce the cost for software upgrades. The hardware for the wireless project has been ordered and 75% of it will be covered by grant funds. The subscription license price is \$1,410 which will cover us for 5 years. The building supervisor and IT staff have scouted locations for the new controllers and will start testing the devices as soon as they are received. We plan to have the new system in place by December 1.

Staff News

Aaron Stables has joined our Youth Service's department as a YS Assistant, replacing Judy Paskal, who retired over the summer. Aaron received a Bachelor's of Social Welfare from the University of Kansas.

MLC / ILS

The Municipal Library Consortium's discussions about the future of our Integrated Library System are being driven by two factors: the end-of-life of our two servers, and the anticipated retirement of our shared System Administrator, Marlene Johannes.

Marlene hopes that she has been successful in convincing Sirsi / Dynix to add an additional year of coverage to both our Horizon Server (which houses most of the catalog and patron transaction data) and the HIP Server (which house the web accessible part of the ILS). This would extend the coverage period until June of 2014, and give us more time to explore our options.

The three main options we are considering are:

1. Purchasing new servers to replace those at end-of-life (\$20-\$30,000) and hire a new System Administrator.
2. Move to Sirsi / Dynix's Software as a Service (SaaS). This option frees us from buying and housing servers, but increases our yearly fees. We would still need to hire a System Administrator.
3. Move to the Missouri Evergreen Consortium. This would cost about as much as we pay to Sirsi / Dynix, now, but the shared System Administrator's salary is partially paid by a grant from the state, with the remainder included in the yearly fees. There are currently four libraries live on this ILS, with nine more committed to migrating. This would be the least expensive option, but some MLC members believe that less functionality and greater resource sharing could make this option unacceptable.

Horizon Upgrade

Our ILS is scheduled to be upgraded on Wednesday, October 10. Sirsi / Dynix will be making improvements to our cataloging capability, our patron reserves, and will add the option to notify patrons by text message. If all goes well we hope not to have a noticeable interruption of service, but since the MLC are early in the upgrade queue, we haven't heard from other libraries about expected down-time.

Reminder about Trustee Training

A reminder that the Missouri State Library has purchased one year of access to the Trustee Academy for library directors, staff and trustees. The Trustees Academy is a series of online courses designed to assist trustees in become proficient in their roles on behalf of their libraries. Courses included in the academy are: Trustee basics part I and II; Working effectively with the director; Library budget and Advocating for your library.

To access the Trustee Academy go to: http://www.ala.org/altaff/trustees/trustee_academy/missouri and use the login that was sent in April. I can resend that information to anyone who needs it. These classes should be available through April 2013.

Discussion Items

Pension

I attended the October 2, 2012 Pension Board meeting. At that meeting the City Manager, Lehman Walker, indicated that there was \$25,000 budgeted to hire a consultant to study possible changes to the Non-Uniformed Pension Plan. Pension Board members James Carr and Ed McCarthy will meet with Mr. Walker to discuss the scope of the study, and the choice of consultants.

Larry sent all Board members an article from the Post Dispatch about State pension costs. I am resending that and resending the 2012 Non-Uniformed Pension Actuarial Report.

Also attached is document from Pension Board member James Carr outlining reasons for and against adding more money than required to the Non-Uniformed Pension Fund, of which the Library's full-time staff are members.

Monthly Financial Reports

I will send copies of the financial reports and statements as soon as I receive them.

User Survey

Setting of Tax Rate

This year, the University City Public Library Board met on Wednesday, September 12, 2012 and approved the draft tax rates that we had at that time (with language allowing for adjustment to the rates allowed once final assessed valuations were received), and also voted to undo what the State Auditor's office had told us was a roll-back from 2008. I had several conversations with the State Auditor's office and with representatives from the Missouri State Library about this.

Because I overlooked ensuring there was proper notice under Missouri Revised Statute 67.110.2 of the setting of the Library's tax rate published in advance of the Library Board meeting, and since the Library's tax rates were on the City Council's agenda, I was advised on September 27, the day before the Council meeting, by the State Library that having the City Council approve the Library's tax rate, since proper public notice had been published for the Council's meeting, would keep us in compliance with state law.

In discussions with Tina Charumilind about avoiding this sort of situation next year, I suggested that the Library could publish its own notice of Public meeting. Tina indicated that it costs the City about \$1,000 in order ensure that the publication of notices is done in such a way to comply with Missouri Statute 67.110.2.

I believe that if the Library Board moves its September meeting to the fourth Wednesday of the month (September 25 in 2013) the Board would be more likely to have the final valuations and rates on which to vote and be able to be included in the City's notice of public hearing.

Action Items

2013 Board Calendar

Action- Does the Board wish to move the September 2013 Board meeting date to the fourth Wednesday, September 25?

Carpet Cleaning

We have five bids from three companies for the carpet cleaning on November 5, 2012.

Action-Choose Carpet Cleaning

Contractor Name	Comments	BBB rating	MO Atty Gen	Carpet	Chairs	Desk chairs
Woodard	Has cleaned UCPL carpets in past	A+	1 Complaint, 2011	\$1816.11 Does not include work room	\$45 each	\$9 each
CI Select (3-step method)	Installed carpet at UCPL	NR	No complaints	\$4618	N/A	N/A
CI Select (Low moisture method)				\$2132	N/A	N/A
Cintas (2-step process)	Has provided some cleaning and other services to UCPL	A+	No complaints locally	\$2748 Plus \$340.68 for work room	N/A	N/A
Cintas (4-step process)				\$3206.56 Plus \$397.46 for work room	N/A	N/A