

Meeting minutes of the Board of Trustees for the University City Public Library for February 13, 2013.

Attendance

Members Present: Luise Hoffman, Larry Nolan, David Stokes, Susan Glassman

Members Absent: Serena Jones, Joy Lieberman, Deborah Arbogast, (William Baldwin has resigned, Beth Ostroff has moved out of University City)

City Council Liaison: Terry Crow

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 Larry Nolan, President

Minutes

There are no minutes from the January 2013 minute.

Correspondence

A thank you letters was received from Terry Baker Mulligan, regarding the program she presented her in January.

Friends Report

The Friends met on February 12 2013. They will have their annual meeting on April 15, 2013, with guest Gail Cassilly, author of *Saltwater*. The Friend's are making preparations for their annual Trivia Night, which will be held at the library on May 18.

Council Liaison

Councilman Crow reported that construction of bicycle paths, primarily in 2nd ward near Heman Park, will begin. Five new police cars will be purchased. Councilman Crow was asked about the Traffic Commission report on the Trolley. Council currently had no new information. Over 100 residents had attended a recent meeting hosted by Councilmember Carr at which the roundabout was discussed. Delmar -I170 area is very active with lots of new construction planned.

Librarian's Report

There was a discussion concerning recent Pension Board and City Council study sessions concerning the pension and the possibility of City Council contributing more funds toward the unfunded accrued liability.

Larry complimented the Library staff and Christa on successful grant applications for tablets and ereaders. Kathleen and Stacey were also commended on their successful Muslim Bookshelf grant.

Kathleen's successful application for a Summer Reading Grant was mentioned.

There was a discussion of the financial reports. Larry had spoken with Tina about the fund balance. With expected tax revenue, a fifty percent reserve (as a portion of annual budgeted expenditures) should be adequate.

There was a discussion of the bids received for the HVAC. We are waiting for one or two more bids.

In anticipation of upcoming Board vacancies, Susan recommended being flexible in considering the changing meeting times.

Luise, Patrick, and Christa attended Library Advocacy Day in Jefferson City on February 5, 2013. They met with Senator Chappelle-Nadal, who had a reception for Librarians, Senator Lamping, and Representative Stacey Newman. Representatives Rory Ellinger, and Karla May were in meetings all day, and unavailable.

President's Report

Committee Reports

A Personnel committee meeting is scheduled for February 25 at 5:15pm.in the Library Board room.

Larry will appoint a third member of Policy and Personnel committee. Evaluation form for the director's performance will be emailed by Larry to all Board members. Completed forms should be sent to David Stokes.

Long-Range planning will report at future meeting when more members are present.

Old Business

.

New Business

Nominations will be taken for new officers in April: Election of officers will take place in May.

Adjournment

The meeting was adjourned at 6:15 PM

Patrick Wall Library Director

LIBRARIAN'S REPORT, February 2013

MONTHLY CIRCULATION STATISTICS, January 2013						
	Jan 2013	Jan 2012	%chg	2012-2013	2011-2012	%chg to date
1st time checkouts	31,451	32,594	-4%	219,975	234,765	-7%
Renewals in library	595	865	-45%	5,328	7,602	-43%
Phone renewals	2,664	2,946	-11%	19,126	19,869	-4%
iPAC renewals	5,612	5,566	1%	39,190	39,928	-2%
Computers	-3,391	-3,475	-2%	-22,093	-23,270	-5%
Subtotal	36,931	38,496	-4%	222,908	238,106	-7%
				0	0	
EBooks	539	463	14%	3,299	1,779	46%
Downloadable Audio	233	319	-37%	1,629	1,586	3%
Total Downloadable	772	782	-1%	4,928	3,365	32%
Total	37,703	39,278	-4%	227,836	241,471	-6%

Information Items

Circulation Report

While overall circulations were down 4% when comparing January, 2013 to January, 2012, circulations were up over December, 2012 by 8%. Ebook circulations were up by 14%. Downloadable audio circulations dropped. While fiction circulations were down by 5%, Mysteries were up by 10%. Juvenile fiction was up a whopping 39%. DVDs were down 5% and CDs were down 13%.

Building Issues

Fares has completed the reupholstery work on the two couches. They did a very nice job. Take a look at them if you get a chance. We would like to consider having some of the existing chairs reupholstered in a similar style with a similar fabric, especially if we decide to go with several different styles, sizes, and colors in different areas of the Library.

Staff News

Dennis Clodfelter died suddenly in January. He was the husband of Karen, our Youth Services storyteller, web designer, and book discussion leader. Dennis frequently volunteered his help to the library, assisting us with IT issues and keeping the Summer-reading prize wheel working for many years. Karen and her family have set up a scholarship in Dennis' name Dennis Clodfelter Scholarship Fund, c/o Sandra Martin, ECE chair secretary, Missouri University of Science & Technology, 141 Emerson Electric Company Hall, 301 W. 16th Street, Rolla, MO 65409-0040 or Tenth Life Cat Rescue,

Two of our circ staff are out with health issues, and as one of them is our Head of Circulation, we are shifting staff around a bit. Everyone has been pitching in while we are short-handed.

Grants

- We have been awarded a Muslim bookshelf grant. The application written by Stacey and Kathleen. This grant, from the American Library Association and the National Endowment for the Humanities, provides the Library with 26 books and 3 films (which include public performance rights). Receiving the bookshelf portion of this grant package also allows us to apply for up to \$4500 in programming support for scholar-led reading and Let's Talk About It discussion programs.
- Kathleen also successfully led a team of Reference and Youth Services staff in their application for an LSTA Summer Reading Program grant through the State Library. The Library will receive \$10,580 toward programming, promotion, material and some staff time for our 2013 summer reading programs for adults and children.

- We also received notice that Christa was successful with her two recent applications; one for a collection of ten ereaders to be used for staff and patron classes, and the other application for twenty Chromebook computers for patron checkout. The ereader grant will be for \$2704, and the Tech-Mini grant for the Chromebooks will amount to \$5084. These were both LSTA grants through the State Library.
- Anime St. Louis is asking their attendees to support the University City Public Library and the Brentwood Public Library with donations this year. They hope to raise \$2000 for the two libraries to split.

Upcoming Events

- The Library will be closed for Presidents' Day on Monday, February 18.
- Captain Carol Jackson from the University City Police Department will be speaking to the Library Staff on Tuesday, February 12 at 8am about staff and patron safety.

Conferences and Meetings

- Annie, Kathleen, and I attended the ALA's midwinter meeting in Seattle at the end of January. The Library received over \$26,000 worth of books through staff committee work. Our reports are attached.
- Luise, Christa, and I attended Library Legislative Day in Jefferson City last week. We attended the Missouri Library Association's Legislative update and then met with State Senator Maria Chappelle-Nadal, State Senator John Lamping (whose district no longer contains any part of U-City), and State Representative Stacey Newman. At the reception that evening, I got a chance to talk with Secretary of State Jason Kander.
- Kathleen and Christa attended a half-day tablet training session at the Jefferson County Library.
- Christa and I attended an HPES lunchtime talk, here at the Library, about the Affordable Care Act on January 24.
- Patrick attended the Pension Board meeting in January.

Discussion Items

Loop Trolley and Letter received from Elsie Glickert

Elsie Glickert left a letter with me concerning the Trolley last month. The letter was handed out at the January board meeting (pages 20-21 in your packet). I am including a copy in the mailing in case anyone is missing a copy.

Monthly Financial Reports

We received the bank statement from December 2012. I have included a copy in the mailing. The Finance department has not received the January bank statements yet.

The Library has received the Comprehensive Financial Report for 2011-2012 from the City. This is the audited report. Tina will be getting us a second copy for us to place in our collection.

The Library has instituted a more rigorous petty cash procedure that will be regularly audited by the accountants at City Hall. There had been no problems with the old system, but we wish to observe generally accepted accounting principles in all financial matters

At Larry's request, Tina and Danny will be including our total fund balance in the Library's monthly statement of Revenue and Expenditures. We should receive this statement early next week.

Action Items:

Draft Budget

Action: Vote on Draft Budget

Schedule Personnel and Policy meeting to discuss 2014 pay issues.

Bids for HVAC consultant

We have received bids for help with choosing an HVAC from BRIC (through Bond Architects) and from Ædifica Case. The bids are attached. We may have one additional bid before the meeting.

Action: Vote on HVAC consultant