

Meeting minutes of the Board of Trustees for the University City Public Library for May 8, 2013

Attendance

**Members Present:** Larry Nolan, Luise Hoffman, Joy Lieberman, Susan Glassman, David Stokes, LaTrice Johnson, Harold Williams and Deborah Arbogast

**Members Absent:**

**City Council Liaison:** Terry Crow

**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 5:17 PM by Larry Nolan, President

Minutes

The minutes from the February and April 2013 meetings were approved, with corrections.

Correspondence

Thank You note from Kirkwood Library

Friends' Report

The Friends did not meet as they are making final preparations for the May 18 Trivia Night

Council Liaison

Councilmember Crowe reported that the city is considering a mock roundabout at Delmar and Trinity. This would allow a trial before the decision is made to install permanent roundabout. The Tesla building is moving forward  
There is a new roof on the swimming pool  
There is a consideration to change Leland Ave. from a street into a parking lot

Librarian's Report

- There was a large increase in fees due to the county from U. City resident use of the County Library. The County Library charges 25 cents for a renewal from U. City resident.
- The lights will go in on the parking lot in the upcoming week
- There will be a service fair at the library on Saturday for volunteers
- Lay-offs at the State Library are still planned
- The library is working with the Chamber of Commerce on Taste of University City
- There was a donation of a frog statue. The process of accepting gifts should be reviewed and accepting a gift should not be taken as precedence.
- On the budget report-line 2200.02 is being removed as the library has no fleet of vehicles
- Line 6430 –increase adjustments to previously approved draft budget. It was noted that the library will be spending money from the reserves due to upcoming HVAC expenses.

The librarian's report in whole is made a part of the minutes.

### Committee Meetings

#### President's Report

Library budget reflects the increase of salaries. Dates of hire for some employees were adjusted for accuracy

Library pension contribution doubled over last few years but the library is in better shape than other departments within the city

#### New Business

Motion was made to accept nominated officers and was approved

The policy manual was discussed. It was recommended that a meeting to discuss policies would be held before the June board meeting. The following changes were made-reference to pay phone removed as there is no pay phone; the library prohibits food or uncovered drinks; children under 12 must be accompanied by an adult. A motion was made to accept those changes and was approved.

Rules of service set out in a binder given to the board. A motion was made to approve changes as set out in the binder and was approved.

#### Adjournment

The meeting was adjourned at 6:18 PM.

Deborah Arbogast-Board Secretary

## LIBRARIAN'S REPORT, May 2013

MONTHLY CIRCULATION STATISTICS, January 2013						
	April 2013	April 2012	%chg	2012-2013	2011-2012	%chg to date
1st time checkouts	29,211	29,580	-1%	308,869	329,381	-7%
Renewals in library	613	983	-60%	7,089	10,126	-43%
Phone renewals	2,894	2,842	2%	28,004	28,523	-2%
iPAC renewals	5,841	5,564	5%	56,211	56,325	0%
Computers	-3,467	-3,505	-1%	-31,871	-33,870	-6%
Subtotal	35,092	35,464	-1%	368,302	390,485	-6%
				0	0	
EBooks	518	412	20%	4,628	3,100	33%
Downloadable Audio	246	290	-18%	2,319	2,443	-5%
Total Downloadable	764	702	8%	6,947	5,543	20%
<b>Total</b>	<b>35,856</b>	<b>36,166</b>	<b>-1%</b>	<b>375,249</b>	<b>396,028</b>	<b>-6%</b>

### Information Items

#### Circulation Report

Circulation was down slightly over last year, with ebooks, adult fiction, CDs, and magazines all up slightly.

#### New Board Member

Welcome to our new Board member, Harold Williams. Mr. Williams has been appointed by Councilperson Sharpe to fill the remainder of Mr. Baldwin's term.

#### Municipal Library Consortium (MLC) News

The MLC met on 4/5/2013.

The reciprocal arrangement with the St Louis County (SLCL) system took up a good deal of the conversation. The bill to the MLC for the 2011 calendar year was \$47,339.75, with UCPL's share at \$11,312.25. For the 2012 calendar year the bill to the MLC jumped to \$79,889.25, with UCPL's share skyrocketing to \$23,781.00. Some statistics of note: in 2010 and 2011, the percentage of items checked out at all St Louis County branches that were renewed stayed at about 30%, in 2012 the percentage of items that were renewed jumped to 37%, and those for University City residents to 42%. The MLC will continue to discuss strategies to decrease the cost of the arrangement with SLCL.

The MLC has agreed to required PIN numbers for Horizon accounts. This change, which had apparently been discussed in the past, was prompted most recently by a call from a patron who had found another patron's card and was able to log into their account, find their phone number and call them at home. The patron who found the keys let us know how easy it was for him to do this and suggested we increase our security.

We checked with the State Library and with MOREnet, and were advised that while we are not violating any laws, "security best practices would dictate use of a password for access to private information."

The MLC has decided to implement PINs over the next several months, giving patrons plenty of warning before we make them mandatory.

#### Building Issues

- The recent heavy rains have exposed several leaks in the building, all around the windows. This has been a recurring problem over the years. We have had two bids so far for repairs. Dallas is expecting a third bid soon.
- Dallas has repaired the portion of the fence at the entrance to the parking lot. The steel post was reset in heavy-duty concrete.

- Dallas and Steve were able to resume painting after Dallas recovered from his recent injury. Both meeting rooms have been painted. The doors to the two side stairwells have been removed, and those stairwells are next on the list to be painted
- We have ordered one “Flexsteel” chair, similar to the “Jenny” chair seen at the April meeting. The Flexsteel chair is much sturdier and less expensive. Fares is upholstering six of our old chairs, two each in “Honeydew” (green), “Puddle” (blue), and “Rouge” (red). The purple fabric is currently on backorder. We should have these chairs for the June meeting.
- Dallas, Christa, and I met with Andy Rein from BRIC consultants. We discussed the options listed in the contract. The first of these, HVAC load calculations, would require an automated building control system which would add tens of thousands to the cost. The second, variable flow pumping would require rerouting the duct work and refurbishing some of the air handler controls. Neither of these would have a reasonable payback time when considering the initial cost against the money saved due to increased efficiency. Andy did say that he would explore bids for “modular” chillers, smaller units linked together, which would reduce the installation costs. We have also received Andy’s estimated timeline for the HVAC project as a whole.
- The parking lot lights should be shipped to the Library on May 6. Dallas and Steve will repaint the poles on May 7, weather permitting. After recommendations from the Community Development department, we signed the contract with Fielder Electric for the installation.

### **Grants and Fundraising**

At their meeting on April 15 the Friends of the University City Public Library made a very generous donation of \$10,000 to the Library. As was mentioned at the last Board meeting, we will use the funds to purchase an external book drop and to fund programming and materials for the Youth Services summer reading program.

At that same meeting, we received a donation of \$1,500 from the Historical Society of University City. The Historical Society does wonderful work for the community and helps our staff with questions from patrons and various projects related to U-City history. We hope to use the donated funds to improve services in this area.

Thanks to Brentwood Public Library board member Sheila Lenkman, Anime St Louis chose to raise funds at their annual conference for Brentwood Public Library and the University City Public Library, in recognition of our large graphic lit collections. Amber, from our Youth Services department, represented our Library at the Anime St. Louis Conference in Collinsville. Amber felt that it was a great opportunity to meet people and to let them know about UCPL. She was able to talk to many young adults, adults and parents with their children, and let them know that in addition to the more standard library fare , we also have anime, manga, games, and a whole graphic literature collection. We hope to use the donated funds to purchase equipment for gaming nights, and to improve these collections.

We have just received the twenty Google Chromebook computers from our latest Library Services and Technology Act (LSTA) Tech-mini grant. Christa and Bill will begin working to get those in circulation soon.

Kara has been working on a special issue of Checkout, which will be mailed to all library card-holding households in University City as part of the Summer Reading grant.

The libraries chosen to receive the Muslim Journeys programming grant will be announced at the end of this month. Our showing of *Prince among Slaves*, associated with the Muslim Bookshelf grant, was well attended.

### **Upcoming Events**

We have 24 organizations who plan on coming to our Service Fair on May 11. We are hoping for a large turnout of area residents interested in helping these organizations. Kathleen has overseen and

coordinated our second annual Service fair. Funds for this were provided through our Summer Reading grant.

On Monday, May 13, 2013 at 7:00 p.m., we will welcome author (and Flynn Park student) Gabe Fleisher. He will talk about his first book, *Hear Us Roar: A History of Flynn Park School*. The Historical Society of University City will be co-sponsoring this event. Sue Rehkopf, and Christa have both worked with Gabe as he researched the book, and we have a signed copy already. Gabe will be doing an interview for the University City Patch prior to the book event. Books will be available for purchase and signing. Light refreshments will be served.

### **Summer Reading Program**

We're all very excited about the "Dig Into Reading" program for children and teens. Nine teens participated in the Captains meeting at the end of April, and fourteen teens helped choose the charities for which funds will be raised. We will have the complete schedules of programs at the meeting.

### **Conferences and Meetings**

- I attended a parking study session and the April Pension Board meeting on Tuesday, 4/23/2013. Reports from both meetings are attached
- Marilyn and Stephanie, from our Youth Services staff, attended at literacy events at Nerinx Hall, and Torah Prep. The entire Youth Services department is preparing for their summer reading meetings with students at all University City schools.
- Agape brought a large class of sixth graders to the library on Wednesday, May 1. Many of the children were able to get their first library cards.
- The Library hosted several events for the St Louis Storytelling Festival again this year, and coordinated a visit by storytellers to Pershing Elementary when their students were unable to make it to the Library.
- LaRita performed several tales at the Old Courthouse, as part of the festival
- Cindy will resume attending Loop SBD meetings, now that she is healthy again.
- Kathleen has met with the AARP, and we will be partnering with them on several programs this summer.
- Christa attended the April meeting of the Arts & Letters commission and will be attending their May meeting on Tuesday, May 7.
- I will be attending the Baby DOLLS meeting and the Missouri Public Library Director's (MPLD) meeting on June 6 and 7. We will be speaking as a group with State Librarian, Margaret Conroy and there will be presentations on the Affordable Healthcare Act, and the Americans with Disabilities Act. As vice-president of MPLD, I was able to participate in the planning and scheduling of this summer's meeting. At the conclusion of the meeting I will start a one-year term as president.
- I attended the Parkview Gardens neighborhood event on Wednesday, May 1. I was able to talk with Wash U Professor Noah, who coordinates the Sculpture series, with Cheryl Adelstein, and with Mike Giger, from Parkview Gardens.
- Christa and I met with David Sandel of the Loop Hub Project on Friday, May 3. We discussed the possibilities presented to the Loop, the City and to the Library by Gigabit access. Mr. Sandel indicated that RAC will be acting as the fiscal agent for the Loop Hub Project, and that a non-profit corporation had been formed. He told us that there is a company interested in opening a data center along the path of the fiber optic network, and another company interested in offering wifi throughout the Loop. Mr. Sandel asked for a letter of support from the Library for the project.

### **State Library News**

The presidents of the Missouri Library Association (MLA), and MPLD, along with members of the Council on Library Development met with Secretary of State Jason Kander, and his chief of staff, Abe Rakov, on April 22. It looks as though the positions eliminated by the Secretary of State's office will not be coming back any time soon. From the SOS point of view, the positions were those duplicated in other areas of the SOS offices. Many in the library community are skeptical of this claim. We have been led to believe that Library community quickly going to the press and legislators about this issue led to some digging in of heels. The situation was also made less likely to be reversed when the Senate lowered the number of

positions in the Secretary's office by ten. There was another meeting today, at which the SOS was slated to appear. I have not yet heard how that went.

The Secretary has indicated that the funds saved by the elimination of these ten positions will go toward grant funding for libraries.

- The Public Library Board of Trustees list must be signed by the Board President and postmarked by July 31, 2013.
- The Voted Tax, State Aid Grant form must be signed by the Board Treasurer, notarized, and postmarked by July 31, 2013. Tina and I will need to complete this form first.
- The Public Library Certification of Compliance must be signed by the Board President and postmarked by July 31, 2013.

### **Art in the Library**

Luise, Christa and I met with Jerry and Harriet Lander on Wednesday, April 24 about their offer to donate a sculpture to the Library. To celebrate their wedding anniversary the Landers would like to donate an attractive copper and brass sculpture of a parent frog reading to a younger frog. The sculpture is described as a human-sized. We informed the Landers that we would let them know if the Board was willing to accept this donation.

Audrey Jones, the person behind the Mannequins in the Loop project, chose artist Megan Reike to create a mannequin for the Library. Megan stopped by on Wednesday, May 1 and chose some discarded books, and t-shirts, and ribbons from previous year's Memorial Day Runs, with which to costume the mannequin. Lexine and Christa will be meeting with this year's jury as they select next year's gallery shows from the entries we have received.

## **Discussion Items**

### **Reciprocity with St Louis County**

### **Monthly Financial Reports**

The Finance department will send out the Library's financial statements on Monday. I will forward those to the Board as soon as I receive them.

## **Action Items:**

### **Policy**

#### **Rules of Service**

The draft revision of the Rules of Service included in the April, 2013 Board packet makes the following changes:

1. Allows all items to be renewed three times as long as there is not a request on that item.  
Currently we allow two renewals for books and one renewal for DVDs. This has always meant that your DVD is due before your books even if no one else has requested the DVD. Making both items eligible for three renewals makes the loan periods more consistent. We have generally allowed a third renewal of books for people who call or come into the Library, now patrons will be able to renew the items themselves online or through the automated system. Note – any item requested by another patron will not be renewed. That will not change.
2. Reference books not in high demand could circulate for three day periods. Over the past several years we have decreased the size of our reference collection, and made more items available in the circulating collection.
3. Increases the number of CDs and DVDs that can be checked out to 12 each. The current DVD limit is 10 and the current CD limit is 6. The CD limit only applies to popular music. Classical music is shelved upstairs and there is no limit on the number of those CDs that can be checked

out. Our collection is large enough to handle this higher limit and having the number the same for both collections should be easier for staff and patrons.

4. The daily fine per DVD would decrease to 20 cents, making it the same as all other adult materials. The per day fine for DVDs is currently 50 cents. This adds up quickly for our regular patrons who check out multiple DVDs. The popularity of DVDs is still strong but with new streaming services and Red Box, we feel our fines are too high.

**Action-Vote on changes to Rules of Service**

**Policy**

Posted Rules of Behavior

This policy has been revised to reflect the changes recommended at the April meeting.

**Action-Vote on changes to Posted Rules of Behavior**

**Election of Officers**

The candidates nominated at the April 2013 meeting were:

- President-Luise Hoffmann
- Vice President- Susan Glassman
- Treasurer- Joy Lieberman
- Secretary- Deborah Arbogast

**Action-Election of Officers**

**2013-2014 Library Budget**

**Action-Vote on budget for 2013-2014 fiscal year.**