

Meeting minutes of the Board of Trustees for the University City Public Library for June 12, 2013

Attendance

**Members Present:** Luise Hoffman, Joy Lieberman, Susan Glassman, LaTrice Johnson, David Stokes, Edmond Acosta, Harold Williams, Deborah Arbogast

**Members Absent:** Larry Nolan (had to leave before meeting officially started)

**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 5:19 PM by Luise Hoffman

Minutes

The minutes from the April 10, 2013 meeting were approved

Correspondence: Thank you from operation food search

Friends' Report

The Trivia Night was a great success for the library

Council Liaison

Council approved the mock round-about; the trial will start with concrete barricades

Kaufmann tennis courts will be redone

Goodwill is moving two lots to the east

Council approved the budget by a vote of 5-2

Librarian's Report

- The entire librarian's report is attached to the minutes.
- Edmond Acosta was introduced as a new member of the board and Carl Seltzer, a new board member, will attend the next meeting
- State library director has resigned due to budget cuts, the assistant director will take over
- There has been an increase of St. Louis City patrons at the UCPL. Fees from the St. Louis City patrons has almost covered the fees due to the County library for U City patrons' use.
- The Secretary of State has cut the staff of the state library by one-half. There has been support opposing this reduction.

Action Items

The board voted to approve furniture reupholstering and the purchase of Hermann-Miller tables.

The board voted to approve the purchase of 12 flex steel chairs.

Committee Reports

Policies will be reviewed on a monthly basis and the strategic planning committee work will be revisited. Patrick and Christa will review ideas and put forth the most pertinent ideas for consideration in September.

Adjournment

The meeting was adjourned at 5:51 PM.

Deborah Arbogast-Board Secretary

## LIBRARIAN'S REPORT, June 2013

MONTHLY CIRCULATION STATISTICS, for May 2013						
	May 2013	May 2012	%chg	2012-2013	2011-2012	%chg to date
1st time checkouts	29,615	32,163	-9%	338,484	361,544	-7%
Renewals in library	2,604	2,681	-3%	28,663	29,337	-2%
Phone renewals	659	854	-30%	9,693	12,807	-32%
iPAC renewals	5768	5895	-2%	61,979	62,220	0%
Computers	-3,381	-3,773	-12%	-35,252	-37,643	-7%
Subtotal	35,265	37,820	-7%	403,567	428,305	-6%
				0	0	
EBooks	315	251	20%	4,943	3,351	32%
Downloadable Audio	595	449	25%	2,914	2,892	1%
Total Downloadable	910	700	23%	7,857	6,243	21%
<b>Total</b>	<b>36,175</b>	<b>38,520</b>	<b>-6%</b>	<b>411,424</b>	<b>434,548</b>	<b>-6%</b>

### Information Items

#### Circulation Report

Circulation was down overall last month. The month started slowly, but gave us a lot of busy days at the end. Circulation of ebooks and downloadable audio were both up over last year. Circulation of adult fiction was up 8% over last year. Magazine circulations were up again, despite the fact that several major titles have moved to digital formats.

#### New Board Members

Welcome to our new Board member, Edmund Acosta. Mr. Acosta has been appointed by Mayor Welsch to replace David Stokes, who has served the maximum nine years.

City Clerk, Joyce Pumm has informed me that Councilmember Carr and Councilmember Price should both be making appointments soon to replace members Larry Nolan and Serena Jones.

#### Municipal Library Consortium (MLC) News

Two MLC directors attended the Missouri Public Library Directors' (MPLD) meeting in Joplin Missouri on June 6 and 7. Because of this, the MLC meeting was postponed until June 13.

We will probably be voting on the Zinio magazine subscription at the June meeting. Unless the board objects, I would like to vote to try this online magazine subscription service.

There was an article in the Webster-Kirkwood Times by Webster Groves Library Director, Tom Cooper, about reciprocity with St. Louis County Library (SLCL), and a response from Charles Pace, the director of SLCL.

#### Building Issues

- At our request, in anticipation of upgrading the building's fire alarm, University City Community Development and the University City Fire Department inspected the Library on Thursday, May 9. Dallas and I will be meeting with Jared Agee, Deputy Director of Community development and discussing the walkthrough early next week. We should have the report in time for the board meeting.
- The new parking lights were installed a couple of weeks back. Dallas and Steve, with the help of Public Works and their high-lift truck, painted the light poles. The new lights look great.
- We have had eight lounge chairs re-upholstered, two in each of the four colors.
- The Flexsteel chair that we ordered as an alternative to the "Jenny" chair has arrived. The Flexsteel model has a much more durable construction and is less expensive.

- We will need to have some plumbing repair on the staff-room sink. The drain pipe runs through the floor and then through a wall, and the entire length of pipe is badly corroded. The first bid, from Albert Arno, came in at \$1,800, so we are seeking other bids.
- The Book drop was delivered earlier this week. I am double checking with Public Works before we begin installation. Dallas and Steve believe they will be able to pour the pad, install the bollards and install the book drop.

### **Grants and Fundraising**

- Stacey and Kathleen were successful in their application for the *Let's Talk About It: Muslim Journeys* grant. The \$3,500 grant will go toward training, books, and programming.
- The Memorial Day Run went relatively smoothly (or so I have heard). Over 1600 runners participated this year, and the sponsor village was a big hit.
- Trivia night also went well. By all accounts the Friends of the Library did a wonderful job. The Library team was able to take second place.
- Bill and Christa are working on the new chromebooks. All of the grant-funded ereaders should be received in the next week or two.

### **Events**

- We had approximately 120 people in attendance at the performance by Los Flamencos on Wednesday night. Kathleen organized the program as part of the Summer Reading Program grant.
- State Representative Rory Ellinger and Don Marsh were both here, along with 40 members of the public, for author David Robertson's discussion and signing of his book *The Original Compromise*.
- The MSD will be here at 4:00 pm on Wednesday for their Dig into Poop Disposal program, as part of our Children's Summer Reading Program.
- The Black Rep will be here on Tuesday, June 18, presenting their version of *The 3 Little Pigs*.
- On World Refugee Day, June 20, we will be hosting a screening of *The Last Survivor*. The Red Cross will be sponsoring this program.

### **Conferences and Meetings**

- I attended the Missouri Public Library Directors' (MPLD) meeting in Joplin Missouri on June 6 and 7. We had a long conversation with State Librarian Margaret Conroy, and speakers on the American with Disabilities Act and on the Affordable Healthcare Act. I will have my recap of MPLD for our Board meeting.
- Christa and I met with representatives of the Community Studio Inspiring Research Knowledge and Leadership Teen Arts Lab. This group is working with local youth on art projects and improving relationships in the Loop. They were excited about using the Library's meeting rooms, wifi and chromebooks over the next 18 months. The group is funded by the Regional Arts Commission.
- Kathleen and I met with Charlie Robin, director of the Edison Theater about their upcoming season, and possibilities for cooperative programming.
- Kara met with members of Missouri Firing Squad/Agape Council for the Blind. They gave her several excellent suggestions for making the Library more welcoming for the visually impaired.

### **State Library News**

- 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**

We are hosting the sixth biennial “Don’t Quit Your Day Job” staff art show in the gallery this month. Our gallery jurors met with Lexine and Christa, and chose the five shows for the 2013-2014 gallery season. In October, 2013 we will host the ever-popular Quilt Show.

## **Policy**

The Library’s current meeting room policy is included. We’ll have the recommended revisions at the Board meeting (for a vote at the September meeting).

## **Discussion Items**

### **Reciprocity with St Louis City**

Despite all my complaints about the way our numbers have shifted in the reciprocal arrangement with St Louis County, I find myself happy about the shift in our favor in the way the numbers have shifted in our arrangement with St Louis Public Library. It looks as though we will be receiving a check for \$18,366. I anticipate those numbers to shift somewhat in the Public Library’s favor now that the Central Library is open.

### **Monthly Financial Reports**

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

## **Survey Results and Strategic Planning**

## **Action Items:**

### **Seating Plan**

Description

Lounge Chairs

Having the remaining 31 chairs reupholstered by Fares Interior Furnishing (the original low-bidder) will cost \$14,880.

**Action-Vote on lounge chair upholstery.**

Description

Lounge Chairs

12 of the Flexsteel chairs will cost \$8268 (\$689 each).

**Action-Vote on new lounge chairs.**

Auditorium Tables

We have one bid for 15 Herman Miller tables and hope to have one or two more by the Board meeting. Kirkwood Public Library uses these same tables and has had no problems with them in the three years they have used them. The auditorium tables are wheeled “Flip-top” tables which will be easier to move and store.

**Action-Vote on Auditorium and meeting room tables.**

### **Budget adjustments to the Library’s 2012-2013 Budget**

Description

Based on the Board’s decision on the chairs, funds should be moved from line 8001, Capital Outlay, to line 6010, Professional Services, in order to pay for the upholstery of the chairs. Payments for any new chairs and tables will be from line 8001, Capital Outlay.

**Action-Vote on budget line item adjustments**

**Committee Report**

The Personnel and Policy Committee met on Wednesday, June 5. In attendance were David Stokes, Chair, Board President Luise Hoffman, ex-officio, Library Director Patrick Wall and Assistant Director Christa Van Herreweghe.

The committee supported the proposal that the Board review one policy each month with the goal of keeping the policies concise, relevant, and worthwhile.