

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

Attendance

**Members Present:** Luise Hoffman, Joy Lieberman, Susan Glassman, Harold Williams, Dorothy Davis, Carl Seltzer

**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 5:16 PM by Luise Hoffman

Minutes

There were no minutes from the September meeting.

Correspondence: Letter of support from St Louis Cardinals.

Friends' Report

The Friends have \$15,000 in their account; annual membership drive is going on now. The Library Board members are encouraged to join. Owls of Forest Park will be the February meeting. There were 45 attendees for John and Sylvia Wright's program.

Guest

Henry Warshaw, whose company purchased the Delmar Harvard building spoke to the board about their planning process. The issues clouding the title are cleared up. The Loop Trolley problems could affect the fiber optic installation. While title issues were being worked out, they have been working with architects on possible plans for housing and entrepreneurial space.

The Trolley and the fiber optic line will affect what Henry and his company plan to do; they are working as if it will all work out. Should have plans within 90 days or so. Henry is willing to come back and talk with us.

WashU and Henry Warshaw are investigating the possibility of working together on parking.

Parking lot issues were discussed. The Library's MOREnet grant was discussed.

### Council Liaison

Councilmember Terry Crow discussed some of the parking issues facing the City, the Library and the Loop.

There is a conversation going on currently between the Loop SBD, Washington University, and the City about the Global Foods store.

The parking garage on Delmar is underused.

The “nine spaces” that the Trolley district must replace are under discussion.

Board members were encouraged to let their councilperson know what they thought of the roundabout.

MSD super-fees were struck down by the court.

Dog Park fees are being raised.

### Librarian’s Report

The Library’s circulation was virtually the same for October, 2013 as for October, 2012.

The MLC logos were discussed.

Dallas’s alternate plan to install cameras was discussed.

The Library board had no objections to the proposed change for the chiller. The contractor is proposing a Carrier unit instead of a McQuay model.

The Public Library Standards section on Administration and Governance were discussed. The Board acknowledged that we comply with most of the recommendations. It was requested that the director let the board know about upcoming conferences that they could attend.

Luise suggested that Board members advocate for the library. Buttons saying “Ask me about the Library” were suggested.

Commending the Friends and helping the Friends were

Christa showed the Board our new Chromebooks.

The Board is invited to join the staff at our annual potluck on Saturday, December 14.

Locations for the book drop were discussed.

### Action Items

- The board voted to approve the proposed closing dates for the 2014 calendar year.
- The board voted to approve the proposed budget amendments to account for the \$110,000 MOREnet revenue and proposed expenditures.

President's Report

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Committee Reports

Adjournment

The meeting was adjourned at 6:36 PM.

Patrick Wall Library Director

## LIBRARIAN'S REPORT, November 2013

MONTHLY CIRCULATION STATISTICS, for October 2013						
	Oct 13	Oct 12	%chg	2013-2014	2012-2013	%chg to date
1st time checkouts	28,076	31,301	-11%	121,230	131,236	-8%
Renewals in library	753	863	-15%	11,545	8,566	26%
Phone renewals	4,098	2,961	28%	6,490	5,462	16%
iPAC renewals	7,100	5,663	20%	25,595	22,286	13%
Computers	(3,634)	(4,014)	-10%	(14,766)	(15,587)	-6%
Subtotal	36,393	36,774	-1%	150,094	151,963	-1%
Zinio	191	-	100%	534	0	
EBooks	571	523	8%	2,252	2,182	3%
Downloadable Audio	302	248	18%	1,251	1,132	10%
Total Downloadable	1,064	771	28%	4,037	3,314	18%
<b>Total</b>	<b>37,457</b>	<b>37,545</b>	<b>0%</b>	<b>154,131</b>	<b>155,277</b>	<b>-1%</b>

### Information Items

#### Henry Warshaw

Henry Warshaw will join us to discuss his company's plans for the Delmar-Harvard location.

#### Circulation Report

Circulation for October 2013, compared to that of October 2012, was flat.

#### Municipal Library Consortium (MLC) News

Brenda Allee-Bates, Public Library Consultant from the Missouri State Library joined us at the MLC meeting on November 7. She wanted the chance to meet with some of the MLC directors whom she had not met before and explain some of the State Library's services.

The MLC directors will seek to schedule a meeting with the directors of St Louis Public Library, St Louis County Library, and the St Charles City-County Library District to discuss possible changes to existing reciprocal agreements.

The MLC had hired a marketing consultant several months ago. After several changes suggested by members, he presented us with some ideas for a logo and different examples of marketing materials.

#### Building Issues

The HVAC contract was signed by both parties. Dallas and I will be meeting with Andy Rein and a representative from Albert Arno on Tuesday, November 12 at 1:30pm.

The security cameras arrived in October, but we had to have one of the hard-drives replaced as it was the wrong size. There may have been another attempted theft in the Gallery on Wednesday, November 6.

The cabinet locks may have been removed, though it seems that nothing was taken. The art in the cabinet had been placed there because of its small size, and not because of its value. We decided to remove the cabinet from the gallery anyway. Due to this incident, or possible incident, Dallas has come up with an alternate installation plan so we may be able to have the Gallery monitored by December. Dallas and I will also be meeting with Community Development and Public Works staff to see if we can come up with a more workable location for our book drop.

#### Grants and Fundraising

Kathleen and Marilyn have been working hard on a grant application for the 2014 summer reading program.

On the MOREnet grant-front:

- We interviewed two candidates for the Project Coordinator position and have hired Bill Coleman, our IT consultant and one of the people who had helped us present the grant to MOREnet.
- I drove to Columbia on Wednesday, November 6, and met with David Drum, Jeanne Sullivan, and staff members of MOREnet to give them a presentation on our project. The two schools that received the School District project grants presented as well. Fulton School District has started with their "Fab Lab" makerspace for their physics classes. Grandview School District's project will include a digital repository.
- We met with Cheryl Adelstein, and several other Wash U staff late in October. As a result of that meeting UCPL has been approved as a work-study site for IT students. We're meeting with representatives from the School of Social work next Thursday, about having practicum students here to help us with program evaluation and perhaps another student who could assist patrons who visit the library to learn about social services and other community resources.
- We'll be meeting with Curtis Stewart from UCity High School and with some of the district's IT staff, to hear about their experiences setting up a broadcasting program.
- We hope to meet with staff from local startup, LaunchCode, in the next couple of weeks.

### **Programs and Events**

The Friends of the Library held their first event of this season, welcoming John and Sylvia Wright to discuss their new book, *Extraordinary Black Missourians*. There were 45 attendees.

The Youth Services' Halloween party was a big success with lots of happy costumed children here with their families.

We will be holding the third Jewish Folktales and Fairytales discussion with Howard Schwartz on Tuesday, November 12.

### **Conferences and Meetings**

Christa attended the M3 MOREnet conference in late October, and is currently attending the Library Information and Technology Association (LITA) meeting in Louisville. Christa had written an LSTA grant application to attend the LITA conference.

Marilyn Phillips attended the joint International Board on Books for Young People (IBBY) and United States Board on Books for Young People (USBBY) conference that was recently held in St Louis. She was thrilled to have been designated as the driver for award winning author Katherine Paterson.

I attended the Library Journal Library Design Institute workshop at St Louis Public Library on Friday, November 8.

The Library staff will have an all-staff meeting on Monday, November 11. A representative from the Missouri Council for the Blind will assist us in learning how to assist visually impaired patrons in the Library. Captain Carol Jackson from the University City Police Department will join us and talk to us about workplace violence.

As the current president of the Missouri Public Library Directors group, I've been busy helping get ready for the upcoming meeting. St Louis Public Library will be talking about their Central Library. Our MOREnet grant will also be discussed.

### **Art in the Library**

The Frog statue that will be donated by Jerry and Harriet Lander should be arriving here in a couple of weeks.

The biennial Quilt show was a big success again. The Circle in the Square Quilters were understanding about the quilt that was stolen last month. The stolen quilt has been appraised at a value of \$950.

### **Discussion Items**

#### **Public Library Standards-Administration and Governance**

The board is scheduled to talk about the first section of the newly revised Public Library Standards. I have some copies here at the Library if anyone needs one.

### **Monthly Financial Reports**

Danny believes that he'll have the Library's financial statements ready on Tuesday, November 12. I will send them out as soon as I receive them.

### **Holiday Party**

We'd like to schedule a holiday pot-luck on one of the first Saturday nights in December, (either the 7<sup>th</sup> or the 14<sup>th</sup>) in the auditorium. Board members are all invited.

### **Service: Chromebooks**

There will be several Chromebooks for the board to explore at the meeting.

### **Action Items:**

- **Budget amendments**

We'll need to adjust the 2013-2014 Budget to account for the \$110,000 the Library has received from MOREnet, and the grant expenditures we will be making. Finance should be able to get the adjusted budget for us on Tuesday, as well.

  - **Action— vote on proposed budget amendments**
  
- **2014 Library closing dates**

I have included the proposed holiday and closing schedule for the 2014 calendar year. It's basically the same as the 2013 schedule, including closing the Library for cleaning and staff training on Veterans' Day.

  - **Action— vote on proposed closed dates for the 2014 calendar year.**