

Meeting minutes of the Board of Trustees for the University City Public Library
for October 9, 2013

Attendance

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

City Council Liaison:

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 Luise Hoffman

Minutes

The minutes from the September 25, 2013 meeting were approved

Correspondence: Thank you from Operation Food Search

Friends' Report

Friends 'met on October 8 and encourage the members of the Library board to join.
There is a November 4, 2013 event with John and Sylvia Wright

Council Liaison

No council report this month

Librarian's Report

- Plan to invite Henry Warsaw to November meeting for update on plans for Delmar Harvard School.
- Line items in the budget were updated
- A subscription service, Book Letters, is able to provide e-letters to be used for various newsletters. The service handles all emails and puts out 36 newsletters per month on various topics. Library patrons may subscribe to the newsletters and subscriptions are on the library homepage. The cost for the service is \$1470 per year.

- There was theft of two pieces of silver from the gallery, for which the artist should be paid \$500.00. Additionally, three small pieces and a small quilt were stolen.

Action Items

- The board voted to approve the installation of 10 security cameras, including 4 in the gallery and one at each entrance. Other sites may include the restroom areas. The tapes must be kept for 30 days and are not connected to the city security system.
- The board voted to approve the Arno cooling bid for the chiller replacement. which was approximately \$100,000 less than the two other bids.

President's Report

- Susan and Luise met with Patrick and Christa regarding the future needs and wants for the library. Suggest: more communication with the public and more PR. The board was asked to think about contribution to the library's future needs and wants. Suggest: condense the regular board meeting and spend time on long-range planning.
- Missouri Library Standards were approved recently and Patrick was on the committee
- The board will discuss the Structure, Governance and Administration section of the standards at the November meeting.

Committee Reports

- Building and Grounds committee is meeting November 2, 2013 for the inspection.
- Emergency and safety policies-staff drills on quarterly basis-shelter in place and active shooter. There is a panic alarm and an evacuation plan with fire department.

Adjournment

The meeting was adjourned at 6:06 PM.

Deborah Arbogast-Board Secretary

LIBRARIAN'S REPORT, October 2013

MONTHLY CIRCULATION STATISTICS, for September 2013						
			%chg	2013-2014	2012-2013	%chg to date
1st time checkouts	28,439	29,586	-4%	93,154	99,935	-7%
Renewals in library	3,482	2,530	27%	10,792	7,703	29%
Phone renewals	749	651	13%	2,392	2,501	-5%
iPAC renewals	6,017	5,418	10%	18,495	16,623	10%
Computers	(3,335)	(3,530)	-6%	-11,132	-11,573	-4%
Subtotal	35,352	34,655	2%	113,701	115,189	-1%
Zinio	155		100%	343	0	100%
EBooks	557	530	5%	1,681	1,659	1%
Downloadable Audio	319	273	14%	949	884	7%
Total Downloadable	1,031	803	22%	2,973	2,543	14%
Total	36,383	35,458	3%	116,674	117,732	-1%

Information Items

Circulation Report

Circulation was up 3% overall from September 2012. The change in policy allowing additional renewals, and the addition of Chromebooks, and Zinio magazines to our collection seems to account for much of the increase.

Municipal Library Consortium (MLC) News

The date of the MLC meeting was changed to October 10, 2013 due to a conflict with the Missouri Library Association (MLA) conference.

Building Issues

Henry Warshaw informed me that the title issues on the Delmar-Harvard property have been cleared up. He would like to have an opportunity to speak with the Library Board again, perhaps in November. Dallas and Steve will be installing the book drop early next week, weather permitting.

We are scheduled to have the carpet cleaned on Monday, November 11, 2013. The Library will be closed for on that day (Veteran's Day) for cleaning and staff training.

Woodard was the low bidder last year, and they have said that they would clean the library for the same price again this year. The price they quoted is below the threshold for seeking bids. If there are no objections, we will go ahead with having Woodard clean the carpets.

Contractor Name	Comments	BBB rating	MO Atty Gen	Carpet
Woodard	Has cleaned UCPL carpets in past, low bidder in 2012 (at this same price)	A+	1 Complaint, 2011 "resolved successfully"	\$1816.11

Grants and Fundraising

We have received our first check from MOREnet for the Library Research Project. We have meetings scheduled with CALOP and Wash U, to discuss moving forward on our partnership in this project. We will also be meeting with our web-designer.

Our hope is to have the first group of action items for the board on this project for the November meeting.

Programs and Events

- Library patrons will have the opportunity to have a guided tour of Rashid Johnson's exhibit, *Message to Our Folks* this Saturday at 2pm at Washington University's Mildred Kemper Art Museum. We will meet in the museum atrium. All are welcome.
- The second discussion of Jewish Folktales and Fables, based on *Leaves from the Garden of Eden*, led by Howard Schwartz will take place on Tuesday, October 8 at 7pm
- Howard Schwartz will be reading from his new book, *The Library of Dreams: New and Collected Poems*, on Friday, October 11 at 7 pm. He will be joined by U City singer / songwriter, Gloria Attoun for an evening of poetry and song.
- Author, and former UCPL Board member (and current Library volunteer), Mary Costantin will talk about her new book, *St. Louis's Delmar Loop*, on Wednesday, October 16 at 7pm.
- In conjunction with the Quintessential Quilt show and the Weaver's Guild display, Annie has put together a program she is calling *Craft Tasting: Fiber Arts* on Monday, October 21, 2013 7pm. Fiber artists in all areas will be on hand to demonstrate their skills and offer suggestions for those wishing to learn more.
- The Friends of the Library welcome John and Sylvia Wright on Monday November 4, at 7pm. The Wrights will talk about their new book, *Extraordinary Black Missourians: Pioneers, Leaders, Performers, Athletes, & Other Notables*.

Conferences and Meetings

At the just concluded Missouri Library Association (MLA) meeting:

Kathleen Gallagher and Kara Krekeler (formerly here, now at St Louis Public) gave a talk on our recent efforts at outreach to blind and visually impaired residents. Dr. Richard Smith, the Director of the Wolfner Talking Book and Braille Library, said that it was the first time he knew of that a public library had contacted Wolfner for help in serving all of their visually impaired residents.

- Members of our staff are labeling our collection of audio books with Braille labels.
- We are ordering Braille signage for restrooms and elevators.
- Local members of the Missouri Council for the Blind will be assisting us with staff training

Christa gave a talk on Library Advocacy that was well received.

Kathleen presented a poster session on our Big Book summer reading programs.

Christa organized a talk, with representatives from two other libraries, about blogging and the Missouri Book Challenge. The talk was very well received. When Christa and I gave the first talk three years ago, there were about twenty attendees. Last year, Annie and Christa spoke in front of 25 people. This year there were about 75 people crammed into a smallish room. This was also the first year for the presentation of a traveling trophy for the Missouri Book Challenge. Christa's part of this presentation was a big hit.

I attended the Awards ceremony in order to lead the attendees in singing Happy Birthday to our State Senator, Maria Chappelle-Nadal, who was the co-recipient of this year's Francis (Bud) Barnes Outstanding Legislator Award.

As part of the committee which revised the Missouri Public Library Standards, I attended the MLA business meeting. The revised Standards were accepted by MLA. We will have copies of the new standards at the meeting.

Marilyn Phillips and I will be meeting with UC School District Principals on Tuesday, October 8.

The Arts and Letters Commission will be meeting on Tuesday, October 8. Christa hopes to attend.

The Historical Society of University City will have their annual meeting on Tuesday, October 8, at the Pasta House. I hope to attend part of this meeting.

The Pension Board will be meeting on Tuesday, October 22, at 6:30pm. I hope to attend.

Art in the Library

The Circle in the Square biennial Quilt show is now hanging in the gallery and around the Library. The Quilts are always very popular, and this year's show is very beautiful.. The quilters will give two presentations this month: "Who Knew Five Quilts Could be So Heavy," on Sunday, October 6, at 1:30pm, and "10% Inspiration," on Tuesday, October 18, at 7pm. The Weaver's Guild has a display at the front of the Library in the glass cases that complements the quilts very nicely. The Frog statue donated to the Library by the Landers should be arriving in the next couple of weeks.

Discussion Items

Monthly Financial Reports

I hope to have the financial reports for the Board on Monday. I will send them out as soon as I receive them.

Service: Bookletters

Christa will provide the Board with an overview of our subscription to Bookletters and the newsletters and services we provide using this service.

Action Items:

- **HVAC bid**

We received primary bids and alternate bids from three contractors.

Contractor	Base Bid	Alternate Bid	BBB rating	MO Sec of State	Other
Waldinger Corp.	\$226,238.00	\$257,616.00	A+	No complaints	
Mechanical Solutions	\$245,100.00	\$273,200.00	Not Rated	No complaints	
Albert Arno	\$139,250.00	\$161,750.00	A+	No complaints	Has current repair contract with UCPL

Our consultant, Andy Rein, or BRIC partnership, believes that the Library should accept the low bid. He will attend the meeting if anything he learns leads him to believe the Board should do otherwise.

- **Action –vote on acceptance of bid for replacement chiller**

- **Security Cameras**

We have received two bids from Will Electronics (the company which installed the cameras for City Hall) for having security cameras installed at the library. Their recent bid for the installation of five cameras came in at \$14,737.00. Dallas has priced a less robust and less adaptable system that would meet our needs, and comply with Missouri's Records Retention Schedules, for **approximately \$4800**. He has installed a version of this system before and is confident he could do so here, as well. This system would have 10 cameras and allow us to store images for 30 days.

- **Action—vote on proposed Camera installation**