

Meeting minutes of the Board of Trustees for the University City Public Library for February 12, 2014.

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

Members Absent: LaTrice Johnson, Harold Williams

City Council Liaison: Terry Crow

Library Staff: Patrick Wall – Director, Christa Van Herreweghe, Cynthia Scott

The meeting was called to order at 5:18 PM by Luise Hoffman.

Edmund Acosta moved that the meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, subsection(s) 2, of the Missouri Revised Statutes, for the purpose of a discussion pertaining to (2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

A roll-call vote was taken at 5:19pm :

Luise Hoffman-aye, Edmund Acosta-aye, Deborah Arbogast-aye, Dorothy Davis-aye, Susan Glassman-aye, Joy Lieberman-aye, Carl Seltzer-aye. The motion carried and the board went into closed session.

The meeting re-opened at 6:08 PM.

Minutes

The minutes from the January 2014 meeting were approved.

Correspondence

Patrick received a thank you note from Secretary of State for Jason Kander for Library Standards committee work.

The Library received emails from a patron objecting to the “Let’s Talk About It: Muslim Journeys” programs.

Friends Report

Treasury balance is \$16,750.

The staff appreciation luncheon will be on Friday, March 7th.

Author, Curtis Sittenfeld is scheduled to be here on April 29th.

Trivia Night will be held on Saturday, May 31st.

Council Liaison

Patrick was thanked for his regular attendance at Pension Board meetings.

Councilmember Crow discussed the Wash U advisory board.

There will be contested races in all three wards in the upcoming election.

City Council has approved the Peacock Diner in the Loop.

Librarian's Report

- Board members were willing to receive future board packets via email only, as long as paper copies are available at the Library for the board meeting.
- UCPL will be making a presentation at the next Missouri Library Association (MLA) meeting in October on our MOREnet grant.
- Board members expressed interest in MLA membership.
- The Library Board had no objection to applying window tinting, at a cost of \$968.85 from Tint Tech. This was the lowest of three bids.
- The Library Board had no objection to going forward with the repairing or replacing the emergency exit door located at the northeast corner of the building.

Action Items

- Motion to go into closed session at 5:19pm

President's Report

Committee Reports

- The Budget and Finance committee met and reviewed the preliminary budget line by line. Final budget should be ready by the May or June meeting.

Adjournment

The meeting was adjourned at 6:50 PM.

LIBRARIAN'S REPORT, February 2014

MONTHLY CIRCULATION STATISTICS, for January 2014						
	Jan 14	Jan 13	%chg	2013-2014	2012-2013	%chg to date
1st time checkouts	27,748	31,451	-13%	174,421	191,040	-10%
Renewals in library	555	595	-7%	12,700	9,788	23%
Phone renewals	3,504	2,664	24%	13,309	10,630	20%
iPAC renewals	7,472	5,619	25%	39,917	33,723	16%
Computers	-2,791	-3,391	-21%	-20,249	-22,117	-9%
Subtotal	36,488	36,938	-1%	220,098	223,064	-1%
Zinio	75	0		713	0	100%
EBooks	668	539	19%	3,556	3,279	8%
Downloadable Audio	380	233	39%	2,072	1,624	22%
Total Downloadable	1123	772	31%	6,341	4,903	23%
Total	37,611	37,710	0%	226,439	227,967	-1%

Information Items

Circulation Report

Circulation for January, 2014 was about even with that of January, 2013, even though we were closed two more days this January due to the weather.

Henry Warshaw

Henry Warshaw and members of his team will join us to discuss some of their plans for the Delmar-Harvard site. The Board may choose to go into closed session for this discussion.

Municipal Library Consortium (MLC) News

The meeting between the MLC directors and the directors of the St Louis County Library, the St Louis Public Library and the St Charles City-County Library District has been rescheduled for February 20 due to unexpected health issues encountered by two of the directors.

Building Issues

Book Drop-Dallas has received one bid for pouring a concrete pad and installing bollards at the northeast corner of the lot. He is seeking at least two more bids.

HVAC-We have received an updated timetable on the chiller installation. The new end-of-project date is 3/21/2014.

Window Tinting –The Library has received three bids for having the gallery windows tinted. These bids range from \$1012 to \$1247. Tinting these large windows should reduce our cooling costs during the summer, and protect any art hung on the south wall of the gallery from sun damage. Dallas will have samples of window tinting available at the meeting.

Emergency Exit- We need to replace the mechanism on the emergency exit door (or possibly the door itself) located in the northeast corner of the building. Dallas has received three bids. The low bid to replace the mechanism is \$492. If the door needs to be replaced, the bids for a door and the alarm range from \$970 to \$2064.

Grants and Fundraising

We received notice that our Summer Reading Grant proposal has been approved. This \$13,999 grant, which Kathleen wrote, will pay for some wonderful programs, as well as books, and some staff time. We will also be able to have an issue of our newsletter printed and mailed to every household in University City.

Bill, Christa, and I will be reporting to MOREnet at their annual meeting, on March 4, regarding our grant timetable.

The three high-end PCs have arrived, and Bill is getting them configured. Our new microfilm scanner will be installed on one of these machines as soon as they are ready. We will soon be ordering a VHS to DVD converter for Library patrons to use. Robert, our IT practicum student, has upgraded the memory in all of the older public computers that we are going to keep in service.

The State Library has received our Tech Mini grant proposal for new computers for some of our staff, public computers for the Youth Services department and new computers for the circulation desk. The computers we are hoping to replace with this grant are all running the Windows XP operating system, which will no longer be supported by Microsoft. These computers do not have sufficient memory or processing power to upgrade to a newer operating system.

October Gala

Along with Board members Luise Hoffman and Dorothy Davis, Friends of the Library board members Linda Ballard and Eleanor Mullin have agreed to help plan the 75th anniversary gala. Lisa Greening, who has helped plan large events for the St Louis City Library and the St Louis County Library, has also agreed to serve on the Committee. Ellen Bern and Joycelyn Barnes are considering joining us as well. We hope to schedule a preliminary meeting for the end of February or the beginning of March.

Programs and Events

UCPL will be hosting the second Chamber of Commerce Small Business Workshop on Tuesday, February 25, at 9am. The topic will be Legal and Accounting Issues Facing Small Businesses. The event is co-sponsored by the Chamber of Commerce, the City of University City and the Library.

The Friends of the Library program with Mark Glenshaw talking about the Owls of Forest Park has been rescheduled for March 11.

Our second Let's Talk About It: Muslim Journeys discussion will be held on February 27.

The Library will be closed on Monday, February 17 for Presidents' Day.

Conferences and Meetings

- Library Advocacy Day was postponed due to bad weather. It has been rescheduled for March 4. Christa and I will be reporting to MOREnet on that same day, so we will be unable to attend LAD this year.
- Kathleen, Christa, and I attended a required training session for Social Work Field Instructors on Friday, 2/1/2014. Our attending these classes will allow the Library to have a practicum student from the George Brown School of Social Work here at the Library. The practicum student will be able to help us with our MOREnet grant and to help our patrons with other issues.
- Kathleen, Annie and I attended the American Library Association's Midwinter meeting in Philadelphia at the end of January. Kathleen and Annie are each serving on Reference and User Service Association (RUSA) award committees. Their committee work allowed the Library to add thousands of dollars worth of books to our collection. Their reports are attached. I am currently on the RUSA Board of Directors and attended the RUSA board meetings at the conference.
- Bill attended a talk entitled "Editing Software: Which One's the Big Dog Now" on January 8. He was able to use the information gained at this meeting to choose software for our new computers.
- I attended the Pension Board meeting on Tuesday, January 28. FAMCO Fiduciary Asset Management gave their quarterly report on the return received on investment of the pension funds. At the April 22, 2014 Pension Board meeting Buck Consultants should provide the actuarial valuation report.
- Christa will be attending the Arts and Letters Commission meeting on Tuesday, February 11. She will be inviting the members to help us with an upcoming art exhibit.
- I attended the CALOP meeting on Thursday, January 23. They are excited about working with us on a video project related to the MOREnet grant. We'll be meeting with CALOP members and others to discuss this further.
- Dr Deb Carlin has resigned from the University City Symphony Orchestra. It looks as though the UCSO will not be donating their music to the Library at this time.
- The Missouri Library Association Conference will take place October 8-10, 2014, in Columbia, MO. Membership for Library Trustees is \$50. The Library can pay this directly or reimburse Trustees for their membership.

Art in the Library

The Frog statue, donated by Jerry and Harriet Lander, has arrived. Dallas has attached the statue to one of our wooden benches, and it looks great. We have spoken with the Landers about having a naming contest for the statue, and having a "welcome to the Library" reception. We plan on moving the frogs around the Library from time to time and having Froggy Storytimes in Youth Services. Once the frogs have names, we will order a small plaque for the statue.

This month's Gallery show features the work of members of the Turner Center for the Arts, a non-profit organization in Maplewood that works with artists with disabilities.

Discussion Items

Quick, Cheap and Decent Strategic Planning course.

We will be viewing the Strategic Planning webinar here at the Library at 3pm on Monday. If you have not had a chance to view it, please join us.

Public Library Standards-Personnel pages 16-21

Monthly Financial Reports

There have been a couple of changes in the way the Finance department is handling our financial reports and statements. I will send them out as soon as I receive them.

2014-15 Budget

I have included a copy of the proposed draft budget. The Finance department provides us with the numbers for the expected tax revenue. I hope to find out before our meeting why the expected revenue is less than that listed for 2013-14, given that the rates have not changed and the assessed valuations have increased slightly.

Action Items

- The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to Section 610.021 of the Revised Missouri Statutes, subsection 2 to discuss "Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor ..."