

Meeting minutes of the Board of Trustees for the University City Public Library for April 9, 2014.

Members Present: Luise Hoffman, Edmund Acosta, Dorothy Davis, Latrice Johnson, Joy Lieberman, Carl Seltzer, Harold Williams

Members Absent: Deborah Arbogast, Susan Glassman

City Council Liaison: Absent

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

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

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### Minutes

The minutes from the March 2014 meeting were approved.

### Correspondence

- Community Action Agency of St Louis County – ACA
- Friends – compliment from new member
- Thank you to Stephanie Jenkins (YS Dept) from Jackson Park school
- Lisette Dennis (formerly of Regional Arts Commission) – great job with Gallery
- Wash U. chancellor - \$5,000 match to MOREnet grant

### Friends' Report

- \$17,800 in Treasury
- April 29<sup>th</sup> at 7pm – Friends' annual meeting – gift will be presented to UCPL - author Curtis Sittenfeld will be the guest.

### Librarian's Report

- The Gala committee met this week – Saturday, October 25<sup>th</sup> is the tentative date for the appetizers and desserts event after library hours. Tickets will be \$75. There will be performers and a silent auction. They are looking for sponsors and Dorothy Davis is looking for silent auction donations. Board members will be encouraged to sell tickets.
- Discussion - Adult Summer Reading book this year is 'Middlemarch' by George Eliot. Kickoff event is Wednesday, May 28<sup>th</sup>.

- Discussion - Library Standards - Next month's assignment is Library Planning & Assessment and (if time permits) Collection Resources Management.

#### Action Items

- Nominating committee for election of officers – Luise will ask Susan to head the committee. Dorothy and Luise volunteered to be on the committee. A slate will be presented next month.
- A motion was made, seconded, and passed to purchase replacement staff computers from CDW-G.
- Vote to begin accepting credit card payments was tabled until next month's meeting.

#### President's Report - None

#### Committee Reports

- Personnel and Policy Committee meeting report from March 12, 2014 was included in packet. Another committee meeting will follow tonight's Board meeting.

#### Adjournment

The meeting was adjourned at 6:35pm.

## LIBRARIAN'S REPORT, April 2014

<b>MONTHLY CIRCULATION STATISTICS, for March 2014</b>						
	<b>March 14</b>	<b>March 13</b>	<b>%chg</b>	<b>2013-2014</b>	<b>2012-2013</b>	<b>%chg to date</b>
1st time checkouts	28,451	30,947	-9%	256,367	279,931	-9%
Renewals in library	684	513	25%	14,660	11,681	20%
Phone renewals	4,020	2,983	26%	23,829	19,680	17%
iPAC renewals	7,420	5,923	20%	60,567	50,574	16%
Computers	-3,002	-3,356	-12%	-28,767	-31,641	-10%
Subtotal	37,573	37,010	1%	326,656	330,225	-1%
Zinio	108		100%	1,033	0	100%
EBooks	638	441	31%	5,313	4,621	13%
Downloadable Audio	399	248	38%	3,382	2,329	31%
Total Downloadable	1145	689	40%	9,728	6,950	29%
<b>Total</b>	<b>38,718</b>	<b>37,699</b>	<b>3%</b>	<b>336,384</b>	<b>337,175</b>	<b>0%</b>

### Information Items

#### Circulation Report

Overall circulation was up slightly when compared to March 2013. The 2013-2014 and 2012-2013 figures above have been corrected. The January, February and March Librarian's reports did not include the December 2013 figures in these totals.

#### Municipal Library Consortium (MLC) News

- The MLC is planning a scavenger hunt for May 10-17 to encourage patrons to visit all of the consortium libraries.
- A committee was appointed to develop a job description for the shared System Administrator's position in anticipation of the current SA's retirement.

#### Library Issues

- Our new HVAC chiller and compressors have been installed. We're waiting for our consultant and the representatives from Albert Arno to test the system out. They're currently waiting for a warm enough day to test the unit with a fairly heavy heat-load.

### **Grants and Fundraising**

- The Library received a \$5,000 match to our MOREnet grant from Washington University.
- UCPL will be submitting an Early Literacy Fundamentals grant.
- The 3D scanner, part of the MOREnet project, has arrived. We're waiting for a shipping date for the 3D printer.
- We're also waiting for a shipping date on our two Macs.
- All three of our new, high-end PCs are up and running well.

### **October Gala**

The gala planning committee will be meeting on April 7 at 9am.

### **Programs and Events**

- The third Let's Talk About It: Muslim Journeys discussion went well, with about twenty attendees.
- UCPL hosted its first Local Author night on Wednesday, April 2. There were about 15 authors in attendance. Bestselling novelist Scott Phillips kicked off the evening, and everyone got a chance to read their own work.
- Counselors from the Community Action Agency of St Louis were here throughout March to help patrons navigate the application process under the Affordable Care Act. Twenty-five people made appointments, and many others stopped by for help on their way through the Library.
- Volunteers from the AARP have one more session scheduled to help patrons with tax preparation and other tax issues before April 15.
- We will be hosting the third Chamber of Commerce Small business workshop on April 24, from 9am-12pm.
- There will be two events for the National Days of Remembrance this year. We will be showing the film *In the Land of Blood and Honey*, directed by Angelina Jolie and set during the Bosnian war, on the evening of Wednesday, April 23. On Wednesday, April 30 we will be hosting a panel discussion on the effects of the Bosnian war.
- On Monday, April 21, 2014 at 7pm, University City's own Cissy Lacks reads from her new book, *Miriam's Way*, a novel based on the real-life experiences of Miriam Kenisberg.
- The Friends of the Library will host bestselling author Curtis Sittenfeld on Tuesday, April 29th at 7pm in the auditorium for a discussion of her book, *Sisterland*.
- As part of this year's Shake38 celebration, we will have a Shakespeare Reading by Eleanor Mullin, on Friday, April 25 at noon in the auditorium.

### **Conferences and Meetings**

- The Library's all-staff meeting was rescheduled (a second time, since the Library's power was shut off on Tuesday, March 18 as part of the Chiller / compressor installation) for April 8. Our main topic will be what patrons are telling staff regarding the direction of the Library. We will report back to the board on the results of this discussion at the April Board meeting.
- Bill Coleman and Christa Van Herreweghe attended the 2014 MOREnet Regional meeting.
- Bill and Christa also met with Anne Carr, from the University City Chamber of Commerce to discuss Lynda.com and training.

- Dallas, Bill, and Christa went to St Louis Public Library and met with manager of their Creative Experience, and looked at furniture & equipment that might be suitable for our space.
- Christa attended a talk titled “Thinking Digital” at Washington University.
- Kathleen presented a talk on our adult summer reading program’s Big Books as part of a Missouri State Library webinar.
- Patrick attended the Regional Arts Commission’s discussion regarding our next two year’s worth of grant funding for our gallery and other programs.
- Patrick attended a “Lit in the Lou meeting this last week. UCPL will be participating in this literary festival’s first run on October 10, 11, and 12.
- The Memorial Day Run is coming up soon. Patrick and Annie have been working hard on this and attending more frequent meetings of the MDR committee.

### **Art in the Library**

This month’s Gallery show features the University City Public Sculpture Series and Community Visuals 2: A student exhibition in 2-dimensions.

The entries for the Frog statue name are in and will be sent to the Landers. The announcement will be made on April 22 at our special storytime / musical night.

### **Discussion Items**

#### **Service: Adult Summer Reading**

#### **Public Library Standards-Public Library Standards 23-24**

#### **Monthly Financial Reports**

I will send the financial statements out as soon as I receive them.

### **Action Items**

#### **Nominating committee**

The Board bylaws state: “At the regular meeting in May of each year the Board shall elect from its members, a president, a vice-president, a secretary and a treasurer, to take office at the June meeting following the election.” At the April meeting a nominating committee may be appointed or elected to facilitate this process.

#### **Action-Appointment of or vote for nominating committee**

#### **Purchase of Grant-funded computers**

Grant funded LSTA Technology Mini Grant for Youth Services public computers, staff computers and circulation computers. This will help us replace most of our remaining Microsoft XP computers.--25 Lenovo ThinkCentre M93p 10A9 or equivalent – with chip: Core i7 4770 3.4 GHz and 4 GB of RAM

#### **Action-Vote on computer purchase**

#### **Accepting Credit Cards**

Staff at the Finance Department have put us in touch with the same Merchant services company that handles credit card transactions for City Hall.

**Action-Vote on Credit Card agreement**