Call to Order

Secretary DeWoskin called the meeting to order at 7:35 p.m.

Trustee Gerson moved and Trustee Cason seconded,

MSP – Approval of Secretary DeWoskin to act as President for this meeting of the trustees in the absence of both President Fischel and Vice-President Schroeder.

Passed unanimously on a voice vote.

Approval of the Minutes

Trustee Gerson moved and Trustee Roothaan seconded,

MSP – Approval of the Minutes of the Library Board meeting held on May 18, 2005, as written.

Passed unanimously on a voice vote.

Old Business

Election of Officers

Trustee Terry moved approval of the slate proposed by the Nominating Committee at the last Board meeting. Trustee Gerson seconded the slate.

MSP – Trustees elected the following officers to one-year terms beginning on July 1, 2005: Marybeth Schroeder, President; Karen Terry, Vice-President; Ellen Schrodt, Secretary.
Passed unanimously on a voice vote.

**Youth Service Area Project Update**

Neal Ney reported on recent activities regarding the Youth Service project. Two events had been held last month to raise awareness and enthusiasm for the project. Both events went well, with good feedback from participants. At the event for Lincolnwood parents, Mr. Ney reassured parents that the Library did not plan to close the branches in order to fund the youth project at the Main Library, and that funds to spruce up the branches have been included in the project funding. Trustees will be informed of future “friendraiser” events as they are scheduled. Trustees noted the memo from Paul Gottschalk, which included a breakdown of construction project funding.

**Reports on Meetings with Aldermen**

Having arrived at the meeting, President Fischel reported that Alderman Jean-Baptiste was unable to make the meeting he and Vice-President Schroeder had scheduled with him. President Fischel will continue to work on this.

**Presidents Report**

President Fischel announced that he has a new phone number and email address. Kate Todd will notify absent Trustees of these changes. A new Board roster will be available at the next meeting.

**Financial Report**

In the absence of Mr. Gottschalk and Vice-President Schroeder, no new financial report was presented. President Fischel reassured Trustees about the performance of the Library’s Endowment Fund. He noted that with John Vail’s advice and counsel the Fund has done exceptionally well, and with Mr. Vail’s continued involvement, he believes it will continue to perform well.

**Evanston Library Friends**

Mr. Ney reported that he gave a presentation about the Youth Services Renovation Project at the Friends’ May Board meeting. The Friends want to raise money for the project and plan to work with the Campaign committee. The Friends will not meet again until September.

**Library Director’s Report**

Mr. Ney referred Trustees to three letters of appreciation that had been received by the Library, including messages praising the work of Brian Wilson and Lesley Williams. He reported that the conversion from DRA to SIRSI is going forward. Technical Services
staff members are currently working on fine-tuning the new system, and weeks of training have been scheduled for all staff. The August 12th Staff In-Service Day has been planned around the changeover, with additional training included to help staff better serve Evanston patrons using the new public catalog.

New Business

Approval of Annual Report

Board members approved the Annual Report to be submitted to the Illinois State Library. Trustee DeWoskin moved and Trustee Schroeder seconded,

MSP – Approval of the Annual Report for FY2004-05.

Passed unanimously on a voice vote.

Approval of Prospectus Text for Youth Service Renovation Campaign

Mr. Ney referred Trustees to the draft text of a prospectus for the Youth Service Campaign brochure. He explained that the Library has been offered pro-bono assistance with the brochure by Northwestern University’s University Relations Department. Trustees suggested some slight modifications but understood that in creating the brochure the text may be modified. Trustee DeWoskin moved and Trustee Terry seconded,

MSP – Approval of the prospectus text with modifications for the Youth Service Renovation Project brochure.

Passed unanimously on a voice vote.

Approval of Revisions to the Service Policy

Trustees approved revisions to the Library’s Service Policy. The major changes involved modifying the Internet policy to permit the Library to provide filtered Internet access in the Children's Room and other areas of the Library outside of the third floor reference room. The reference room will continue to provide unfiltered Internet access. The revisions also included the addition of a reference policy. Trustee DeWoskin moved and Trustee Cason seconded,

MSP – Approval of the changes to the Service Policy as presented in Mr. Ney’s memo dated June 9, 2005.

Passed unanimously on a voice vote

Appointment of Fund for Excellence Chairs
Trustees appointed Karen Terry and Ellen Schrodt to co-chair this year's Fund for Excellence campaign.

**Budget Direction for FY2006-07**

Trustees discussed the Essential Staffing Plan and Mr. Ney's June 7 Budget Planning memo. After discussion, Trustee Schroeder moved that the Trustees approve all items in Mr. Ney's memo with the exception of increased hours at South Branch. Trustee Roothaan seconded. Motion failed on a roll call vote.

After further discussion, Trustee Gerson moved, and Trustee DeWoskin seconded,

MSP – Approval of the Essential Staffing Plan and Budget Direction for FY06-07 as written in Mr. Ney's June 7th memo.

Passed on a roll call vote.

Briefly, these are priorities that will direct staff in the preparation of the FY06-07 budget:

- Additional Technical Services processing staff hours
- Additional Collection Development staff hours for the adult and juvenile collections
- Additional staff hours to handle the increased ILL load after the migration to CCS
- The addition of four evening hours to the South Branch schedule
- An inflation increase in the materials budget
- Budgeting for an upgrade to the design of the Library's web site
- Adding one accessible computer workstation
- Funding within the Library's corporate budget for the newsletter and other public relations expenditures

Finally, it was suggested that arrangements might be made with NSLS to provide training for Evanston's Library trustees, especially since so many are new this year.

The meeting adjourned at 9:40 p.m. for Trustees to move into Executive Session for the purpose of discussing the performance evaluation of the Library Director. Minutes of the Executive Session are included on the tape attached to the official version of these minutes.

Respectfully submitted,

Catherine A. Todd, Executive Secretary
Evanston Public Library