Evanston Public Library
Board of Trustees
Wednesday, September 14, 2005
7:30 p.m.
Library Board Room

Approved October 19, 2005

Members Present: Linda DeWoskin, Maidel Cason, Jonathan L. Fischel, Brooke Roothaan, Ellen L. Schrodt, and Marybeth Schroeder

Members Absent: Dona Gerson, Lynette Murphy, and Karen Terry

Staff Present: Neal Ney, Paul Gottschalk, Kate Todd, and Laura Shea-Clark

Visitors Present: Junko Yokota, Evanston resident and former Library Board member

Call to Order

President Schroeder called the meeting to order at 7:35 p.m. Junko Yokota had asked to make her presentation later in the Board meeting, so the agenda was revised to accommodate her request.

Approval of the Minutes

Trustee Cason moved and Trustee Roothaan seconded,

MSP – Approval of the Minutes of the Library Board meeting held on August 15, 2005, as written.

Passed unanimously on a voice vote.

Report on Migration

Trustees heard a report from technical services manager Laura Shea-Clark on the Library’s migration from DRA software to the CCS/SIRSI system. We have now joined the Cooperative Computer Services consortium, which required moving our catalog and computer system from DRA to the SIRSI system. Shea-Clark noted that we had to change from one version of the new software to another version at the last minute, which has caused many complications for staff to work around. On the positive side, patrons are generally very pleased with the new system. It is easy for patrons to use and has many desirable features that the old system did not.

Old Business

Youth Service Renovation Project Update
Trustees viewed the Power Point presentation that the Library Director has shown to various groups interested in the Youth Services Renovation Project. Mr. Ney noted that the presentation has been well received.

Following Mr. Ney’s presentation, Junko Yokota spoke with Board members about young people’s learning environments. Ms. Yokota is both a former Evanston Library Board member and former school librarian. She is Professor of Reading and Language at National College of Education, National-Louis University. She is an expert on multicultural literature, literacy development of students of diversity, and improving literacy instruction in schools. Ms. Yokota talked about the importance of the learning “environment” for early reading readiness. She emphasized the importance of space for gross motor movements, as well as the need for an engaging and welcoming environment. She spoke about the need for creating a space that is comfortable and inviting to the wide variety of children in our diverse community.

Trustees heard a report from staff on additional reductions in scope, which have been recommended for the Youth Services Renovation Project due to cost. Trustees agreed to the acceptance of these proposals, and directed staff to continue pursuing City funding for the project without further reductions in scope.

**Budget FY06-07**

Mr. Gottschalk reported on the progress for the sale of 2020 Central Street. He also reviewed the City budget process, indicating that the Library’s budget should be finalized this coming week.

**Financial Report**

Mr. Gottschalk reported that operating expenditures are over budget by 6.8% year-to-date. Revenues are below budget by 1.2%. Mr. Gottschalk reported that the Library Endowment Portfolio had a return of 2.06% for the first 7 months of 2005. He referred Trustees to a comparison of the Library’s Endowment performance to other financial benchmarks. The Investment Committee has not met recently because the fund manager is not recommending any changes at this time.

**Library Director’s Report**

Mr. Ney explained to Board members that the August set of Library statistics is incomplete due to the migration from DRA software to the CCS/SIRSI system. Library staff members discovered that the system had been counting some items incorrectly. It is expected that more accurate statistical data will be available in the September reports.

Mr. Ney announced that two librarians from South Africa will be visiting Evanston during October. Both are involved in building programs, and will spend time discussing building
projects with Library and City staff. They will attend the Library Board meeting on October 19. Mr. Ney asked if any Board member(s) would be able to host the visiting librarians for 2 nights, October 19th and 20th. They would not need to stay together.

Approval of Per Capita Grant Application

Mr. Ney explained the Per Capita Grant application process to Board members. This year the application required Board members to affirm that they had reviewed the “Trustee Facts File” Revised 3rd Edition. Mr. Ney conducted this review, and recommended that Board members become familiar with the “Administrative Ready Reference File” on the Illinois State Library’s website, which has very useful information in this area including the “Trustee Facts File.”

Since the deadline for submission of the application is prior to the next Board meeting, Trustees approved a resolution authorizing the submittal of the application for a Per Capita Grant to the Illinois State Library for fiscal year 2006 in substantially the same form as in this Board packet. Trustee DeWoskin moved and Trustee Schrodt seconded,

MSP – Approval of the Per Capita Grant Resolution.

Passed unanimously on a voice vote.

Adjournment

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

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Catherine A. Todd, Executive Secretary
Evanston Public Library