Evanston Public Library
Board of Trustees
Wednesday, November 16, 2005
7:30 p.m.
Library Board Room

Approved January 18, 2006

Members Present:
Dona Gerson, Brooke Roothaan, Ellen L. Schrodt, Marybeth Schroeder, Christopher Stewart, Susan Stone, and Karen Terry

Members Absent:
Maidel Cason and Lynette Murphy

Staff Present: Neal Ney, Paul Gottschalk, Kate Todd and Rick Kinnebrew

Visitors Present:
Jonathan Fischel and Judith Rosenthal, former Library Trustees
Gary McWilliams, Julie McWilliams, Alice Connor and John Harris from Evanston’s Koenig & Strey Real Estate firm
Kiki Nichols, graduate student at Medill School of Journalism, Northwestern University

Call to Order

President Schroeder called the meeting to order at 7:30 p.m. and welcomed visitors from the Koenig & Strey Real Estate firm. Julie McWilliams presented the Library Board with a check for $2,010, which was raised from parking cars in the Koenig & Strey parking lot on Green Bay Road during Northwestern University’s football games. It will be deposited in the Fund for Excellence reserved for branch use.

Approval of Resolutions of Thanks

President Schroeder read aloud the resolutions of thanks to be presented to former trustees and to Outreach Librarian Rick Kinnebrew. Copies are attached to these minutes. Trustees who were unable to attend the meeting will receive their resolutions by mail.

Trustee Gerson moved and Trustee Roothaan seconded,
MSP – Approval of the Resolution in Honor of Rick Kinnebrew who received the Childcare Network’s 2005 Early Childhood Award.
Passed unanimously on a voice vote with thanks and appreciation.

Trustee Gerson moved and Trustee Roothaan seconded,
MSP – Approval of the Resolution in Honor of Jonathan Fischel.
Passed unanimously on a voice vote with thanks and appreciation.
Trustee Gerson moved and Trustee Roothaan seconded, 
MSP – Approval of the Resolution in Honor of Judith Rosenthal.  
Passed unanimously on a voice vote with thanks and appreciation.

Trustee Roothaan moved and Trustee Terry seconded,  
MSP – Approval of the Resolutions in Honor of Stephen Prout, John Vail, Junko Yokota,  
Linda DeWoskin  
Passed unanimously on a voice vote with thanks and appreciation.

**Approval of the Minutes**

Trustee Roothan moved and Trustee Stewart seconded,  
MSP – Approval as written of the Minutes of three Library Board meetings held on:  
October 19, 2005,  
October 27, 2005, and  
November 6, 2005.  
Passed unanimously on a voice vote.

**Old Business**

**Budget FY06-07**

Mr. Ney reported on progress with the budget, which goes to the City Council at the end of December. There was nothing new to report regarding the Library portion, and the revenue shortfall remains between $3,000,000 and $5,000,000.

**Youth Service Renovation Project Update**

President Schroeder thanked Trustees who prepared and gave the presentation to the Human Services Committee. Trustees felt the presentation went well. Aldermen will wait to see the entire CIP before considering final approval of the Youth Service Renovation Project. Trustees responsible for the presentation to the Human Services Committee were: Marybeth Schroeder, Karen Terry, Susan Stone, Brooke Roothaan, and Dona Gerson.

Trustee Stone reported on her conversation with Alderman Tisdahl, who suggested making it possible for all Evanston school children to make annual visits to the Evanston Public Library. Alderman Tisdahl also asked about outreach to Latino residents. Board members were informed that the Main Library is heavily used by large numbers of widely diverse groups. A recent exit survey confirms this, showing that usage at the Main Library reflects Evanston’s racial and social demographics. Trustee Roothaan, a former employee at the Main Library, suggested that individuals who visit the Evanston libraries after school and on weekends will likely see this for themselves. Trustee
Roothaan suggested that the Library might consider sponsoring an ethnic festival with food and dancing to raise public awareness.

President Schroeder encouraged Trustees to continue talking with aldermen about the project, and asked Trustees to bring any questions or suggestions back to the Board for further discussion and/or clarification.

President Schroeder’s Report

Since the Library Board has many new members, President Schroeder asked that the Board reserve 10 minutes at the start of each Board meeting for presentations by Library staff concerning the functions of each department. Mr. Ney agreed to implement this suggestion.

Financial Report

Mr. Gottschalk had included in the Board packet copies of the list of named funds within the Endowment for the Evanston Public Library, and a copy of the Endowment Fund Policy. He explained the procedure by which funds are withdrawn from the Endowment at the end of each fiscal year in accordance with the stated policies, and as approved by the Board of Trustees at the beginning of each fiscal year. Mr. Gottschalk also reported on progress toward funding the Youth Service Renovation Project. $150,000 in private donations has been raised toward the goal of $400,000. This includes a recent $50,000 pledge from the Vail Family.

Library Director’s Report

Mr. Ney reported on the impending departure of Laura Shea-Clark, Head of the Library’s Technical Services Department. Shea-Clark has taken a new job in California and will be greatly missed. There was nothing more to add to his written report.

New Business

Approval of 2006 Meeting Schedule and Time

Trustees approved the following dates for Board meeting in 2006: January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15, and December 20. All are the third Wednesday of the month. The meeting time is 7:30 p.m. Trustee Terry moved and Trustee Roothaan seconded,

MSP – Approval of the 2006 Meeting Schedule and Time

Passed unanimously on a voice vote.

Review of Facilities Policy
Trustees reviewed the Library's Facilities Policy, and decided to make no changes in it at this time.

**Cancellation of December 2005 Library Board Meeting**

Trustee Gerson moved and Trustee Stone seconded,

MSP – Approval to cancel the meeting previously scheduled for December 21, 2005

Passed unanimously on a voice vote.

**Board Values Clarification Activity**

Trustees took part in a values clarification activity with facilitator Paul Arntson.

**Adjournment**

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

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Catherine A. Todd, Executive Secretary
Evanston Public Library