Members Present: Maidel Cason, Dona Gerson, Brooke Roothaan, Ellen L. Schrodt, Christopher Stewart, and Karen Terry

Members Absent: Lynette Murphy, Marybeth Schroeder, and Susan Stone

Staff Present: Neal Ney, Paul Gottschalk, and Kate Todd, Administrative staff

Call to Order

In the absence of President Schroeder, Vice President Stewart called the meeting to order at 7:35 p.m.

Approval of the Minutes

Trustee Gerson moved and Trustee Terry seconded,

MSP – Approval as written of the June 21, 2006, minutes of the Library Board.

Passed unanimously on a voice vote.

Old Business

Special Events Policy

Trustees discussed the revisions to the Library’s Special Events Policy recommended in Mr. Ney’s memo. The proposed revisions will increase the Special Event fee to $5,000. Staff will adopt the recommended caterers list from the Woman’s Club for all such rentals. Trustee Terry moved approval and Trustee Gerson seconded:

MSP – Approval of the revisions to the Special Events Policy as stated in Mr. Ney’s memo of July 13, 2006.

Passed unanimously on a voice vote.

President’s Report

In the absence of President Schroeder, Vice-President Stewart updated Board members about the presentation of the benchmarking data in a meeting with the City Manager Julia Carroll and Assistant City Manager Judy Aiello. Vice-President Stewart
said they had been asked to construct a 5-year plan to correct the major discrepancies evident from the benchmarking information. The plan will address the key areas of:

- Per capita expenditures,
- Staffing per capita, and
- Deferred collection maintenance.

The 5-year plan will be included in the budget presentation for the City Council scheduled for October 30, 2006. Dona Gerson and Karen Terry volunteered to assist Vice-President Stewart, President Schroeder, and staff with this project. The budget presentation will be previewed at the September Library Board meeting before going forward with City Council presentation.

Financial Report

Mr. Gottschalk noted that salaries appear low in the operating statement for the second month in a row. Again, this is due to a late payroll, which was not included in the City’s report. Mr. Gottschalk brought attention to the purchase of 3 new Treasury notes with staggered maturity dates in the Endowment Fund. By comparison to standard performance measures, the Library’s Endowment portfolio is doing exceptionally well with annualized earnings of 14.81%.

Library Director’s Report

Mr. Ney reported on the Youth Service Renovation Project. The Campaign Steering Committee is meeting monthly. The brochure is ready to go to the printer. Work on construction drawings is going forward. The City’s Facilities Management staff will do most of the work to renovate the periodicals’ storage space for the book sale. Trustee Gerson asked that the Board be given detailed updates, including drawings, plans and timelines to be better able to respond to questions from the public. The fundraising goal for the Campaign is $400,000. The City Council will be voting on the CIP for FY07-08 this coming Monday evening.

New Business

Budget Direction for FY07-08

Trustees discussed budget direction for the FY07-08 fiscal year. The Board agreed to include three items recommended by staff from the Essential Staffing Plan in the proposed budget: collection development staff; ILL/Circulation staffing; and Young Adult staffing. Proposed capital purchases include replacing the self-checkout units and an evacuation chair. Other items to be included in the budget are the three year payment for the added content in the Library’s on-line catalog and purchased pages in the City’s newsletter Highlights. Trustee Gerson moved and Trustee Terry seconded that $8,000 be added for evening hours at South Branch. After discussion, motion passed.
MSP – Approval of including $8,000 for evening hours at South Branch in the FY07-08 Library budget.


Approval of Gift Acceptance Policy and Donor Recognition Policy

The Board of Trustees approved a Gift Acceptance Policy and a Donor Recognition Policy. Trustee Schrodt moved and Trustee Cason seconded,

MSP – Approval of the Gift Acceptance Policy and Donor Recognition Policy.

Passed unanimously on a voice vote.

Cancellation of August Meeting

Trustee Gerson moved and Trustee Roothaan seconded,

MSP – Cancellation of August Meeting.

Passed unanimously on a voice vote.

Trustees asked staff to investigate the possibility of placing a collection of donated and/or withdrawn books with agencies that serve Evanston’s homeless population.

Respectfully submitted,

Catherine A. Todd, Executive Secretary
Evanston Public Library