Evanston Public Library
Board of Trustees
Wednesday, September 20, 2006
7:30 p.m.
Library Board Room

Approved October 18, 2006

Members Present: Maidel Cason, Dona Gerson, Lynette Murphy, Brooke Roothaan, Ellen L. Schrodt, Marybeth Schroeder, Christopher Stewart, and Susan Stone

Members Absent: Karen Terry

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

Call to Order

President Schroeder called the meeting to order at 7:38 p.m.

Approval of the Minutes

Trustee Gerson moved and Trustee Cason seconded,

MSP – Approval as written of the July 19, 2006, minutes of the Library Board.

Passed unanimously on a voice vote.

New Business

Per Capita Grant

Trustee Roothaan reported on her attendance at the March 2006 Public Library Association conference. Trustee Roothaan attended a workshop about making teen services friendlier, which recommended a “hands off” approach emphasizing online services for this age group. Trustee Stewart moved and Trustee Murphy seconded,

MSP – Approval of a resolution authorizing an application to the Illinois State Library for a FY 2007 Per Capita Grant when the required information is available.

Passed unanimously on a voice vote.

Old Business

Budget
President Schroeder initiated discussion of the City’s Program Review process. The Board decided that it would not seek to participate in the Library Director’s presentation to the City Council, but would instead review and advise on the presentation. The Board will seek an opportunity after the presentation to discuss with the Human Services Committee the benchmarking data the Board has developed. The Library’s Program Review will be presented to the City Council on Monday evening, October 30, 2006. Trustees are invited to attend.

Library Director Neal Ney explained the City’s budget process for FY 07 – 08. The Board understands that the Library Director needs to submit a budget that meets the City Manager’s guidelines. The Board, however, agreed that their position on the budget would be: “The Evanston Public Library is under funded and understaffed compared to its peer communities; nothing should be cut from the Library’s budget. In fact every effort should be made to add the four top requests from the Library’s Essential Staffing Plan – additional interlibrary loan staffing for the circulation desk; additional collection development staffing; young adult area staffing; and evening hours at South Branch.”

President’s Report

President Schroeder promised to send notes from the July planning meetings. Trustees were given copies of the Youth Services Campaign brochure. Trustees asked to be kept informed of all events pertaining to the Campaign. It was recommended that members of the Campaign Committee be invited to the next Library Board meeting. Trustee Stone mentioned that she had met with Jan Bojda, Head of Children’s Services, about artwork for the project.

Trustee Gerson noted that each Board member received their Fund for Excellence packet at tonight’s meeting. Board members are asked to return their solicitation lists to Kate Todd in the Administrative office by October 2, 2006.

Financial Report

Mr. Gottschalk explained that through staff reorganization in Technical Services, the Library has been able to add needed staff hours and positions, without increasing the Library payroll.

Library Director’s Report

Mr. Ney referred Trustees to his written report.

New Business

Essential Staffing Plan

Trustees approved some revision to the Essential Staffing Plan. The revisions updated costs to 2006 figures and reordered the list slightly to reflect the budget direction the
Board had given to staff for FY 07 – 08. Trustee Stone moved and Trustee Murphy seconded,

MSP – Approval of revisions to the Essential Staffing Plan.

Passed unanimously on a voice vote.

**Approval of Selection of Exhibit Consultant/Fabricator**

Interviews of fabricators for the Youth Services Renovation Project are in process. No action was taken on this agenda item. The Board’s Executive Committee will approve the selection of a fabricator, and the selection will be brought to the City Council for approval prior to the next Board meeting.

**Adjournment**

The meeting adjourned at 9 p.m.

Respectfully submitted,

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Catherine A. Todd, Executive Secretary
Evanston Public Library