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

Members Absent: Lynette Murphy

Staff Present: Neal Ney and Kate Todd, Administrative staff

Call to Order

President Schroeder called the meeting to order at 7:40 p.m.

Brainstorming About Library Director Search

President Schroeder explained that she had met with City Manager Julia Carroll and Assistant City Manager Judy Aiello about the search for a new Library Director. Ultimately the decision is up to the City Manager, but Ms. Carroll wants the Library Board to be engaged in the process. A search firm will be hired to conduct a national search and two members of the Library Board will be members of the City’s search committee. President Schroeder thought that it was also likely that the entire Board would be able to meet with the finalists.

Trustees did some brainstorming about the desirable skills, qualities and characteristics of a new Library Director. President Schroeder will shape this into a letter to be shared with the City Manager. Library Director Neal Ney left the meeting while the Board discussed the attributes and qualifications needed in a new Library director.

Notes regarding this discussion are attached. (Appendix A.)

Approval of the Minutes

Trustee Cason moved and Trustee Schrodt seconded,

MSP – Approval of the May 16, 2007, minutes of the Library Board.

Passed unanimously on a voice vote.

Old Business
Election of Officers

Trustee Gerson moved approval of the slate of officers nominated at the May meeting. Trustee Terry seconded.

MSP – Approval of the slate of officers: President – Marybeth Schroeder; Vice-president – Christopher Stewart; Secretary – Lynette Murphy. New officers will serve from July 1, 2007 to June 30, 2008.

Passed unanimously on a voice vote.

Youth Service Renovation Project Update

Mr. Ney reported on the remodeling project. Many of the interactive features have been installed and the construction continues to go well. Upcoming change orders will increase the total cost, but these changes remain within the overall project budget. The Board will tour the construction areas at the end of this meeting.

A donor preview party is planned for the evening of Friday, August 24, 2007. After being closed for the week of August 20th to move collections, the Library will have a soft opening of the new spaces on August 27th. A committee met to plan opening activities and have scheduled a formal dedication with the Mayor for September 8, 2007 at 2 p.m. Other events to celebrate the opening of the new spaces are being planned for that weekend, September 7-9, 2007.

In addition to these events, it was suggested that staff prepare a PowerPoint to take information about the new spaces to schools, either at staff In-Service days or at PTA meetings. If new teachers are being offered tours of Evanston they should be invited to stop at the Library on their route.

President’s Report

President Schroeder asked to postpone further discussion of Branch fund raising until the July meeting due to the other items on this meeting’s agenda.

Financial Report

It was noted that expenditures from the Gift Fund were high due to payments for the remodeling project.

Library Director’s Report

Mr. Ney’s written report was accepted without further discussion.

New Business

Approval of Revisions to the Facilities Policy
Trustees approved the staff recommended changes to the facilities policy. The changes are designed to adapt the policy to the newly remodeled spaces when they open. Trustee Terry moved and Trustee Gerson seconded,

MSP – Approval of changes to the Facilities Policy included in Mr. Ney’s memo dated June 6, 2007.

Passed unanimously on a voice vote.

**Appointment of Fund for Excellence Chair**

President Schroeder will be contacting Board members to identify a chair for this year’s Fund for Excellence campaign.

**Capital Improvement Proposals**

Trustees were given information about the capital improvement proposals under discussion this same evening by the City Council. Paul Gottschalk is attending the Council meeting tonight on behalf of the Library.

**Adjournment**

The meeting adjourned at 9:05 p.m. The Board toured the construction areas.

Respectfully submitted,

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Catherine A. Todd, Executive Secretary
Evanston Public Library
Board Discussion June 20, 2007: Qualities, Attributes and Qualifications Needed in a Library Director

**Qualities/Attributes**
- Fair to employees
- Good listener
- Political sensitivity
- Sensitive to all age groups (seniors)
- Outgoing
- Tolerant and patient with extended political process (budget)
- Love to read - literate
- Dynamic leadership (to attract the hard to reach)
- Innovator
- Educator
- Commitment to civil liberties
- Motivator of staff
- People person
- Inspirational
- Visionary
- Communicator

**Skills/Competencies**
- Successful with fund raising
- Knowledgeable about marketing
- Knowledgeable about budgeting
- Political sense
- Experience working with diverse community
- Ability to forge alliances and partnerships (Northwestern)
- Technology awareness
- Communicate love of books
- Inclusivity
- Skilled and experienced in hiring senior staff
- Skilled at change management
- Connect with schools
- Involvement in larger library agencies (ALA, PLA…)
- Digital library knowledge