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

Member Absent: Lynette Murphy

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

Call to Order

President Schroeder called the meeting to order at 7:42 p.m.

Approval of the Minutes

Trustee Gerson moved and Trustee Stewart seconded,

MSP – Approval of the June 20, 2007, minutes of the Library Board.

Passed unanimously on a voice vote.

Old Business

Library Director Search

Mr. Ney reported that the City has received proposals from firms that would like to handle the search for a new Library Director. City staff including the current Library Director will evaluate the proposals on July 26, 2007. President Schroeder sent the Board’s letter regarding optimal qualifications needed in a new director to both City Manager Julia Carroll and Assistant City Manager Judy Aiello.

Youth Service Renovation Project Update

Mr. Gottschalk reported that the general contractor is essentially finished. The exhibit fabricator has a few finishing touches and one major piece still to install. Furniture delivery is expected in early August. A sign consultant has been hired and the art glass is being restored at Botti Studios. The Library will be closed from August 20 - 26 to move its collections into the remodeled spaces. The project remains on budget and on time. The new Information Desk will open on Monday, July 23.
Board members asked about signage for the new artwork. They asked for more information about the proposed kinetic sculpture. Board members also asked for a list of the named gifts raised by the Room to Grow Campaign.

Board members commended Paul Gottschalk for overseeing the building project with skill and efficiency. The following change orders were approved.

Due to changes in scope for the new audio-visual systems and the addition of an interior signage plan, a change order increase of $22,240 to the amount of the architectural contract with Nagle Hartry Danker Kagan McKay Penney, Ltd. was approved. Trustee Gerson moved and Trustee Terry seconded,

MSP – Approval of architectural change order of $22,240 as described in Mr. Gottschalk’s July 13, 2007 memo.

Passed unanimously on a voice vote.

Due to unanticipated conditions requiring additional work from the general contractor, a change order increase of $12,762 to the amount of the construction contract with W.B. Olson, Inc. was approved. Trustee Terry moved and Trustee Roothaan seconded,

MSP – Approval of construction change order of $12,762 as described in Mr. Gottschalk’s July 13, 2007 memo.

Passed unanimously on a voice vote.

Trustee Gerson moved approval of a contract with Hallett & Sons Movers for relocation of the library collections, furnishings, and shelving after completion of the new construction. Trustee Stewart seconded,

MSP – Approval of contract with Hallett & Sons Movers for $36,280 as described in Mr. Ney’s and Mr. Gottschalk’s July 13, 2007 memo.

Passed unanimously on a voice vote.

The change orders and Hallett contract will be forwarded to the City Council for consideration at their July 23, 2007 meeting.

Trustee Gerson asked to have a list of one-page talking points to better help Board members respond to questions about the remodeling project. Mr. Ney suggested sending the FAQ and tour script to Board members. The Main Library will be closed for a week from August 20-26 while the collections are moved. All Library staff will work during the week. President Schroeder will arrange for a “thank you” recognition for all staff on the first moving day.

Branch Fundraising
Trustees talked briefly about branch fundraising. The Library has recently received $20,100 in gifts to fund branch capital improvements. No formal campaign will begin before spring of 2008. Everyone agreed that the new Library Director should have an opportunity to have input into both the campaign and the planning of branch capital improvements.

Financial Report

Mr. Gottschalk reported that the Financial Statements ending May 31, 2007, indicate that the Library’s budget is on target for the first 3 months of the fiscal year. Transfers from the Library’s Endowment Fund included $200,000 to the City of Evanston’s CIP account for renovation project expenses.

Library Director’s Report

Trustees were concerned with problems at the Internet stations, and wondered if more stations are needed to meet demand. Unfortunately, space constraints limit the number of stations. It was recommended that staff look at benchmarks for Internet access. Trustees were pleased to see South Branch doing so well in the Circulation statistics, although the increase in use at South may be due to the construction at Main.

New Business

Budget Direction for FY08-09

Trustees asked the Library Director to prepare a report on the impact of eliminating the fee for reserves. This will be on the agenda for the September meeting.

Board members discussed budget preparation for FY08-09. The Board did not believe that any Library fees should be increased. The Board asked staff to pursue the next two items on the Essential Staffing Plan – evening hours at South Branch and the position of Emergent Literacy/Early Childhood Specialist. Board members declined to give staff direction if there is a request for a budget cut. The Board’s position is that the Library’s budget should not be cut.

Library Cafes

Due to the lateness of the hour, trustees tabled discussion of library cafes until the September meeting.

Cancellation of August Meeting

Trustee Gerson moved and Trustee Roothaan seconded, 

MSP – Cancellation of the August 15, 2007, Library Board of Trustees meeting.

Passed unanimously on a voice vote.
Adjournment

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

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Catherine A. Todd, Executive Secretary
Evanston Public Library