Evanston Public Library
Board of Trustees
Wednesday, November 28, 2007
7:30 p.m.
Library Board Room

Approved January 16, 2008

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

Staff Present: Paul Gottschalk, Interim Library Director
Kate Todd, Administrative Coordinator
Christie Chandler-Stahl, Young Adult Librarian
Jacob Wilkenfeld, Reader’s Advisor for Young Adult services

Visitors Present: Realtors Alice Conner, Karl Banach, John Harris, Gary McWilliams, Julie
McWilliams, and Mike Stern from Evanston’s Koenig & Strey GMAC Real Estate office

Call to Order

President Schroeder called the meeting to order at 7:35 p.m.

Check Presentation

Realtors from the Koenig & Strey GMAC Real Estate office presented a $2,295 check to the
Library Board to be divided between the branch libraries. The funds will be used for
branch collections. Koenig & Strey raises the money by parking cars on their lot during
Northwestern University football games. Koenig & Strey shares the money they raise
each year between the Library branches and the Battered Women’s Shelter. Board
members expressed their gratitude for this support.

Young Adult Services

Christie Chandler-Stahl thanked the Board for making The Loft possible. Ms. Chandler-Stahl
explained that Library staff hope to entice teens to read by making it “fun” and by linking teen
activities to books and reading. She and Jacob Wilkenfeld explained the variety of programs
now available for Evanston’s teen Library users, including: Teen Readers Theatre Troupe,
media wall, wiki page, manga drawing and jewelry making workshops. Ms. Chandler-Stahl
noted that the behavior of teen users in The Loft has been great.

Approval of the Minutes

Trustee Terry moved and Trustee Gerson seconded,

MSP – Approval of the October 17, 2007, minutes of the Library Board.

Passed unanimously on a voice vote.
Old Business

Budget FY08-09

Mr. Gottschalk reported that the City Manager’s proposed budget raises the fines for overdue Library materials by 10¢. City staff continue to work on ways to narrow the current $2.4 million budget shortfall. It was suggested that when checking out books, patrons should be offered information about online reminders for overdue and hold materials.

President’s Report

President Schroeder reported that the Library Director Search Team had narrowed the search to three finalists. One has withdrawn leaving two finalists, who will come to Evanston on December 10 and 11, 2007 to meet Library Board and staff members and for final interviews with the search team. The Board is scheduled to meet the candidates on Monday, December 10, at 7:30 p.m.

Trustee Stone suggested nominating Paul Gottschalk for the NSLS Staff Member of the Year award, and the Evanston Library for Library of the Year. Trustee Stone and Trustee Terry will follow up on this. The nominations are due within the next 2 weeks.

Financial Reports

Mr. Gottschalk reported that Library expenditures are almost exactly on budget, and that non-tax revenue is close as well. The Library’s Endowment Fund year-to-date earnings through September 30, 2007, had an annualized return of 12.76% compared with the S&P Index return of 7.6%. An Investment Committee meeting is scheduled for December 13, 2007.

Mr. Gottschalk indicated that City staff members are expecting bids on the Central Street property by February 15, 2008.

Interim Library Director’s Report

Mr. Gottschalk reported that approximately 400 people attended Family Night sponsored by the Friends of the Evanston Public Library on Friday, November 16. He also noted that the Library’s new website should be ready in January. The new site will have a cleaner design and a federated search option for locating information in the Library’s catalog and databases.

Board members asked when the evening hours would be added to South Branch. Mr. Gottschalk indicated that another staff person must be hired at South Branch before those hours can be opened up.

New Business

Approval of 2008 Board Meeting Schedule and Time

Trustees approved the 2008 Board meeting schedule as follows: January 16, February 20, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, and December 17. All meetings begin at 7:30 p.m. Trustee Cason moved, and Trustee Murphy seconded,
MSP – Approval of the 2008 Board meeting schedule.

Passed unanimously on a voice vote.

Approval of 2008 Library Closing Schedule

Trustees reviewed Mr. Gottschalk’s recommendations and approved the following closing dates for 2008: Sunday, March 23 (Easter); Sunday, May 25 (Memorial Day weekend); Monday, May 26 (Memorial Day); Friday, July 4 (Independence Day); Sunday, August 31 (Labor Day weekend); Monday, September 1 (Labor Day); Thursday, November 27 (Thanksgiving); Wednesday, December 24 (Christmas Eve); Thursday, December 25 (Christmas); and Thursday, January 1, 2009 (New Year’s Day). In addition, the Library will be closed on two Friday mornings for staff In-Service days. The first is scheduled for Friday, April 25, and the second will be on Friday, October 17. The Main Library and South Branch will open at 1 pm both days. North Branch is closed on Fridays. Trustee Stewart moved and Trustee Roothaan seconded,

MSP – Approval of the 2008 Library Closing Schedule.

Passed unanimously on a voice vote.

Approval of Strategic Planning Process

In a November 21, 2007 memo, Mr. Gottschalk recommended that the Board initiate a new strategic planning process. The Library's current plan has been an invaluable tool for budget planning and achieving the Library’s mission over the past 7 years. Written in 2000, it is now time to look to the future with a new plan. While the strategic planning process will be led by the new Library Director when hired, a Request for Qualification (RFQ) should be issued now so that a facilitator can be hired and the planning process initiated in time to be completed before the start of the next budget cycle in July 2008. Trustee Terry moved and Trustee Gerson seconded,

MSP – Approval of issuance of a Request for Qualifications for a strategic planning process.

Passed unanimously on a voice vote.

Board members were asked to sign and return their Fund for Excellence letters to the Administrative Office as soon as possible.

Adjournment

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Catherine A. Todd, Administrative Coordinator
Evanston Public Library