Evanston Public Library
Board of Trustees
Wednesday, April 16, 2008
7:30 p.m.
Library Board Room

Approved May 21, 2008

Members Present: Maidel Cason, Dona Gerson, Susan Newman, Ellen L. Schrodt, Christopher Stewart, Susan Stone, and Karen Terry

Members Absent: Lynette Murphy, Brooke Roothaan

Staff Present: Mary Johns, Library Director
Paul Gottschalk, Administrative Services Manager
Kate Todd, Administrative Coordinator

Visitors Present: Joey Rodger, Library Consultant

Call to Order

President Stewart called the meeting to order at 7:35 p.m. Mr. Stewart welcomed new Trustee Susan Newman, and those present introduced themselves and welcomed Ms. Newman to the Library Board.

Approval of the Minutes

Trustee Gerson moved and Trustee Terry seconded,

MSP – Approval of the March 19, 2008, minutes of the Library Board.

Passed unanimously on a voice vote.

Old Business

Planning Process Update

Library Director Mary Johns explained the planning process now underway. Having outgrown the Library’s 2000-2010 Strategic Plan, a new strategic/operating plan is needed. Ms. Johns intends to fast-track the process of updating the current plan using a values based approach, one that assures that the Library maximizes its value to the residents of Evanston in the coming years

Ms. Johns introduced Joey Rodger, a nationally recognized Library consultant, who will help guide the Library’s planning process. Ms. Rodger outlined the process, including plans for:
- Reviewing current services and best practices;
- Gathering staff and citizen input through focus groups and surveys, and;
- Analyzing findings and formulating new strategies.
Ms. Rodger proposed a timeline for completion of the planning process and presentation of recommendations to the Library Board at its July 16, 2008, meeting.

**President’s Report**

President Stewart reminded Board members trustees could sign up for email messages from ILA’s Executive Director, Robert Doyle. He thanked Susan Stone for filling in for him at the Hirshfield Poetry Awards. He announced that Karen Terry has been in touch with leadership members of the Library Friends group. They are without a president. Mary and Karen will meet with the current officers to see where to go from here.

**Financial Reports**

Mr. Gottschalk drew attention to the enclosed financial statements for the fiscal year ended February 29, 2008. The Library was very close to target in both revenue and expenditures. Expenditures were 98% of the amount budgeted; income was 95% of budget. At the Investment Committee meeting the previous week, no changes were made to asset allocation in the Endowment Fund. The Endowment Fund has performed extremely well considering the overall adverse economic climate.

**Library Director’s Report**

Ms. Johns invited Trustees to attend the staff In-Service Day on Friday, April 25, and announced that she will be attending Snapshot Evanston next week.

Two Evanston staff members have been recognized as “Library Stars” for National Library Week. They are Youth Services Librarian Christie Chandler-Stahl and Facilities Maintenance Worker Dwayne Morris. She also passed out reports from staff who attended PLA. Two staff members will be leaving soon. Carmen Zych the Library’s payroll coordinator will be leaving to join the City’s Human Resources Department. Laura Dudnik, Head of Reader’s Services, is taking the City’s early retirement option.

The Library has a new tool on its website. It is a Return on Investment (ROI) calculator. Patrons can enter the number and type (books, CDs, DVDs, newspapers) of Library items they use each month and calculate the financial benefit of using the Library vs paying out of pocket.

Ms. Johns reported that the application to host the Arbuthnot Lecture in Evanston next year is proceeding with many, many organizations providing letters of support. The deadline for applying is May 1, 2008. Susan Stone will draft a letter from the Trustees to include with the application.

**New Business**

**Fund for Excellence and Endowment Fund Allocations**
A detailed list of proposals for allocations from the Library’s Fund for Excellence and Endowment Fund earnings were presented for approval. Trustees were asked to revise the Endowment Fund allocations to increase the consultant fee for Joey Rodger for the strategic planning process by $500, with a corresponding $500 reduction in the Technical Enhancement allocation. Trustee Gerson moved, and Trustee Terry seconded,

MSP – Approval of the Fund for Excellence and Endowment Fund Allocations for FY2008-2009 as revised.

Passed unanimously on a voice vote.

Other Business

Trustees briefly discussed how to get more patrons to sign up for email Library notifications.

Trustees asked for a report from staff regarding eliminating the charge to reserve materials. Many other libraries do not have this charge.

Trustees asked to have a discussion about making the libraries “greener” be placed on a future agenda.

Adjournment

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Catherine A. Todd, Administrative Coordinator
Evanston Public Library