Evanston Public Library
Board of Trustees
Wednesday, September 17, 2008
7:30 p.m.
Library Board Room

Members Present: Dona Gerson, Susan Newman, Brooke Roothaan, Christopher Stewart, Susan Stone and Karen Terry

Members Absent: Lynette Murphy

Staff Present: Mary Johns, Library Director; Paul Gottschalk, Administrative Services Manager; Beth McGuire, Administrative staff

Guest Present: Joey Rodger, Gossage Sager Associates; Tiffany Nash and Dan Pohrte, Product Architecture + Design

Call to Order

President Stewart called the meeting to order at 7:40 p.m. President Stewart announced that Trustee Ellen Schrodt had passed away earlier in the day.

Approval of the Minutes

Trustee Gerson moved and Trustee Terry seconded,

MSP – Approval of the August 20, 2008 minutes of the Library Board.

Passed unanimously on a voice vote.

Board Appointment

President Stewart announced that Gail Bush, Professor of Reading and Language at National-Louis University, had been introduced for appointment to the Library Board.

Presentation by Product Architecture

Tiffany Nash and Dan Pohrte of Product Architecture + Design gave a presentation of their firm’s work on past library renovation projects. Staff is recommending Product Architecture be awarded the contract for the branch library remodeling project.

Staff Introduction
Mary Johns introduced Beth McGuire, the Administration staff member who provides invaluable support for the Library’s operations, development efforts and data entry on the user survey.

Old Business

Planning Process Update

Joey Rodger discussed the highlights from the analysis of the user survey. “Lack of time” was the number one response to a question about the barriers people find to library use. This should lead the Library to focus on the things that can be done to make services more convenient. The final report is expected in four to six weeks.

Food and Beverage Policy Approval

Mary Johns proposed the following language for the food and beverage policy:

Library patrons are not permitted to consume food or snacks in the Library except in the designated area on the first floor. Beverages in covered containers are welcome in the Library. Examples include coffee cups with lids, water or soda bottles with a top, soft drink containers with a lid and straw.

Trustee Terry moved and Trustee Gerson seconded,

MSP – Approval of the food and beverage policy as proposed.

Passed unanimously on a voice vote.

Branch Renovation Contract Approval

Staff recommended approval the contract with Product Architecture + Design for the necessary architectural services for the proposed renovations of the branch libraries. The contract amount is $52,500 and it will be funded from the City’s Capital Improvement Program.

Trustee Gerson moved and Trustee Stone seconded,

MSP – Approval of the branch renovation architectural contract with Product Architecture in the amount of $52,500.

Passed unanimously on a voice vote.

Fund for Excellence Update

Karen Terry reported that Fund for Excellence volunteers are being recruited.
Financial Reports

Paul Gottschalk reviewed the financial report through July. There were no exceptional items. The proposed FY2009-10 budget is being prepared.

Library Director’s Report

Mary Johns reported that the Library will have a significant presence at the Farmer’s Market.

New Business

There was no new business.

Adjournment

The meeting adjourned at 9:44 p.m.

Respectfully submitted,

_____________________________
Paul Gottschalk, Administrative Services Manager
Evanston Public Library