Members Present: Gail Bush, Dona Gerson, Diane Allen-Jacobi, Lynette Murphy, Susan Newman, Brooke Roothaan, Christopher Stewart, Susan Stone and Karen Terry

Members Absent: none

Staff Present: Mary Johns, Library Director; Paul Gottschalk, Administrative Services Manager.

Call to Order
Christopher Stewart called the meeting to order at 7:33 p.m.

Approval of the Minutes
Trustee Roothaan moved and Trustee Terry seconded,

MSP – Approval of the February 18, 2009 minutes of the Library Board.

Passed unanimously on a voice vote.

Old Business

Fund for Excellence Update
Mary Johns reported that the Fund for Excellence Campaign met our goal of $75,000 for collection development. This is an exceptional result given the economy.

Trustee Gerson moved and Trustee Terry seconded,

MSP – the Library Board expresses its sincere appreciation to Beth McGuire for the outstanding work she did managing the Fund for Excellence Campaign.

Passed unanimously on a voice vote.

Branch Renovation Update
Mary Johns reported that work on the branch renovation project has been suspended because of a lack of full funding. To date, $310,000 has been allocated ($130,000 each from the FY09 and FY10 Capital Improvement Fund and $50,000 from private sources). The project as originally conceived was developed with a $690,000 budget, therefore additional funding must be identified and/or changes must be made in the scope of the work. The architects have completed the design development work and had begun construction documents. Mary Johns said that replacing the air conditioners at South Branch was part of the project and this work will be going forward before the summer.
Trustee Stone suggested making a prioritized list of work that could be accomplished within the existing $310,000 budget. Trustee Gerson said that the original plans were modest and she could not support doing half the work. Trustee Gerson asked about the decision making process. Mary Johns said that the Library would make a recommendation to the City Manager’s Office. Trustee Roothaan said that she is not in favor of the renovations unless there are significant aesthetic improvements that would create a “third place” for customers. Trustee Gerson recommended that the staff see what work is feasible given the budget and come back to the Board with a recommendation for discussion and approval. Staff will present several alternatives to the next meeting.

**President’s Report**

Christopher Stewart distributed the performance evaluation forms for Mary Johns. The results of the evaluation will be discussed in Executive Session at the May Board meeting.

Christopher Stewart announced that the 31st Annual Jo-Anne Hirshfield Memorial Poetry Awards program will be held on Sunday, April 19th. Janet Wong is serving as judge and will read some of her own poetry at the program.

**Financial Reports**

The February and March financial reports were accepted as presented.

**Library Director’s Report**

Mary Johns informed the Board about the new e-mail and phone notification system for materials that customers have on reserve. This system will be implemented soon and will save patrons’ time and reduce the Library’s postage costs.

The public computer reservation and print management system was recently implemented. Aside from a few early snags, the system has been well-received by customers. Several more public computers are available for use. David Jordan deserves special thanks for his work on the implementation.

Staff submitted two major technology projects to the City’s Information Systems division. First, RFID (radio frequency identification) will significantly improve materials handling, inventory maintenance and customer self-service. Second, the Library’s antiquated computer network infrastructure must be upgraded to provide essential services to customers and staff. The goal of these projects is the application of technology to make work more efficient.

The Library is receiving a Gates Foundation grant to purchase four computers for the South Branch.

Mary Johns recently began reporting to the new Assistant City Manager, Marty Lyons.

Jill Skwerski, the South Branch Manager, is temporarily serving as Circulation Supervisor at the Main Library. Connie Heneghan, the North Branch Manager, is temporarily serving as the Branch Manager of both locations.
The Library has made a collaborative grant application with the Evanston History Center and Evanston Community Foundation for “Evanston150”, the celebration of the 150th anniversary of the founding of the City.

Staff will prepare a recommendation for additional facility rentals in the Main Library, particularly the potential use of the children’s storytelling room for parties. These rentals may bring in additional customers and revenue.

**New Business**
Trustee Gerson suggested having a donor recognition event that would highlight the Library’s new technologies.

President Stewart tabled the review of the Board policy manual until May.

**Nominating Committee**
Christopher Stewart appointed Susan Stone (as chair), Susan Newman and himself to the Nominating Committee for Board officers. The Committee will present their recommendation in May and slate will be voted on in June to begin service in July.

**Adjournment**

The meeting adjourned at 9:27 p.m.

Respectfully submitted,

Paul Gottschalk, Administrative Services Manager
Evanston Public Library