Evanston Public Library
Board of Trustees
Wednesday, September 16, 2009
7:30 p.m.
Library Board Room

Members Present: Diane Allen Jacobi, Dona Gerson, Lynette Murphy, Susan Newman, Christopher Stewart and Susan Stone.


Staff Present: Mary Johns, Library Director; Evelyn Kaehler, Head of Technical Services; Wally Bobkiewicz, City Manager; Paul Gottschalk, Administrative Services Manager.

Guest Present: none.

Call to Order
Dona Gerson called the meeting to order at 7:39 p.m.

Approval of the Minutes
Lynette Murphy moved and Diane Allen-Jacobi seconded,

MSP – Approval of the July 15, 2009 minutes of the Library Board.

Passed by acclamation.

City Manager Introduction
Wally Bobkiewicz introduced himself to the Board, thanked the Board for their volunteer service to the community and expressed his support for excellent library services throughout Evanston. He challenged the Library to reach out and make library services and resources more accessible to citizens in all parts of town. (Mr. Bobkiewicz left the meeting at this time).

Presentation – Introduction to Technical Services
Evelyn Kaehler, the Head of Technical Services, described the operations of her division. The primary activities are the acquisition, cataloging and processing of new materials for the library collections. Technical Services also repairs damaged materials and removes outdated items from the collection and catalog.

Old Business

Trustee Manual Update
Christopher Stewart and Brooke Roothaan are working on a revision of the Board of Trustee manual.
Fund for Excellence
Dona Gerson reported that the Fund for Excellence committee membership has been finalized.

President’s Report
In Karen Terry’s absence, there was no report.

Financial Reports
Paul Gottschalk shared the highlights of the August financial reports. Expenditures are 2.6% under budget year-to-date, principally because of the hiring freeze.

Library Director’s Report
Mary Johns reported on the development of the proposed FY2010-11 budget in light of the difficult financial situation the City and the Library are facing because revenues are below budget. Proposed non-personnel expenses will be down 5% and personnel expenses are to remain flat in FY11. Given the increases in benefits, specifically the IMRF pension and medical benefit expenses, position reductions will be necessary to maintain a no growth personnel budget.

From Foundation 65, the Library received a $17,500 grant to support Kindergarten Literacy Education at Play and a $2,938 grant to introduce all District 65 Kindergarten classes to the Evanston Public Library.

A new program for recruiting and managing library volunteers has been implemented.

September is Library Card Sign-Up Month and staff has been active in the community registering new users for cards.

Staff has implemented a book exchange program at the Main Street, Davis Street and Central Street Metra train stations.

Staff Development Day on October 16th will focus on excellent customer service, community involvement and departmental staff meetings.

The sidewalks along Church Street and Orrington Avenue are to be replaced before December.

An “Imaginary Library” exhibit of international art from the covers of children’s books that do not yet exist will be on display in October,

Teen Read Week will start October 18th.

Dona Gerson mentioned the significant increases in visitors (up 12.4% from 2008) and circulation (up 20%).
New Business
Christopher Stewart described the substantial budget cuts proposed for the North Suburban Library System (NSLS) and other systems throughout the state. All Library Services and Technology Act (LSTA) funds are being redirected to the systems. NSLS may lose several hundred thousand dollars of funding from the state.

Mary Johns proposed increasing the annual fee charged for a non-resident card to $150 from $125. The fee is determined by a formula provided by the state.

Lynette Murphy moved and Susan Stone seconded,

MSP – Approval of a $150 fee for non-resident cards effective immediately.

Passed by acclamation.

Mary Johns proposed increasing the fee for use of the Community Meeting Room to $60 (from $50) and increasing the fee for the Small Meeting Room to $30 (from $25) effective November 1, 2009. This is the first increase in these fees since 1994.

Susan Newman moved and Susan Stone seconded,

MSP – Approval of a $60 fee for using the Community Meeting Room and a $30 fee for using the Small Meeting Room, effective November 1, 2009.

Passed by acclamation.

Mary Johns proposed two changes to circulation policies: 1) increasing to $10 (from $5) the value of fines owed by a customer that would block their library card from being used. 2) Increasing to 10 (from 3) the number of items that can be checked out by Chicago customers.

Diane Allen-Jacobi moved and Susan Stone seconded,

MSP – Approval of a $10 fine/fee limit to block the use of a library card and increasing the number of items that can be checked out by Chicago customers to 10.

Passed by acclamation.

Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

[Signature]

Paul Gottschalk, Administrative Services Manager
Evanston Public Library