Call to Order  
Karen Terry called the meeting to order at 7:38 p.m.

Approval of the Minutes  
Diane Allen Jacobi moved and Gail Bush seconded,  

MSP – Approval of the October 21, 2009 minutes of the Library Board.  

Passed by acclamation.

Old Business  

Fund for Excellence Campaign  
Mary Johns reported that the Fund for Excellence Campaign is going very well. Beth McGuire is doing an excellent job managing the details and logistics of the campaign. The Board expressed their gratitude and appreciation for Beth’s well-organized and efficient work.

Board of Trustee Manual Review  
Christopher Stewart and Mary Johns are working on a comprehensive update of the manual for the Board of Trustees. The final version will be placed on-line.

President’s Report  
Karen Terry asked every Board member to become more actively involved with a library program or service that they personally feel passionate about. She asked Board members to consider what they wish to accomplish as a Board member. A discussion of possible “signature events” followed, possibilities included a storytelling festival, an Evanston author lecture series, or a performing arts festival. Board members were asked to submit service/program ideas by November 24th,

Karen Terry discussed the City’s community budget workshops intended to gather creative solutions. Citizens will be making budget recommendations to the City Manager and City
Council by December 7th. Overcoming the projected FY2010-11 deficit of $8,000,000 will require many difficult decisions.

**Financial Reports**
Paul Gottschalk reported that operating expenditures are well below budget because of the hiring and spending freeze. The endowment portfolio is well-positioned for a weak dollar and higher inflation.

**Library Director’s Report**
Mary Johns reported that there are presently fifteen vacant positions (7.6 FTEs) and to ensure the continued delivery of quality services, the schedules at all three locations will be modified effective December 1st through February 28th so that the essential workload may be better allocated among fewer staff members. The branches will be open until 6 pm weekday evenings and open at 10 am on Saturdays. The Main Library will open at 10 am Monday through Saturday. All divisions are helping to meet the customer service needs during the hiring freeze. This modification of hours is part of our effort to address the City’s severe financial situation through this fiscal year. The Board expressed support for this decision and will re-evaluate the schedule adjustment in February.

**New Business**

**2010 Closing Dates**
Considering the Library’s traditional holiday schedule, staff development days, and the AFSCME union contract, Mary Johns recommended that the Library be closed on the following dates in 2010:

- **Friday, March 19th**  
  Staff Development Day (open at 1 pm)
- **Sunday, April 4th**  
  Easter
- **Sunday, May 30th**  
  Memorial Day weekend
- **Monday, May 31st**  
  Memorial Day
- **Sunday, July 4th**  
  Fourth of July
- **Monday, July 5th**  
  Fourth of July - observed
- **Sunday, September 5th**  
  Labor Day weekend
- **Monday, September 6th**  
  Labor Day
- **Friday, October 15th**  
  Staff Development Day (open at 1 pm)
- **Thursday, November 25th**  
  Thanksgiving
- **Friday, December 24th**  
  Christmas Eve Day
- **Saturday, December 25th**  
  Christmas Day
- **Friday, December 31st**  
  New Year’s Eve
- **Saturday, January 1st, 2011**  
  New Year’s Day

Dona Gerson moved and Susan Newman seconded,

MSP – Approval of the proposed closing schedule for 2010.

Passed by acclamation.
Illinois Library Association Conference
Gail Bush, the President-elect of the Illinois Library Association, encouraged Board members to attend the ILA Conference in September at Navy Pier. One day of the conference is dedicated for programs specifically for library trustees.

Adjournment

The meeting adjourned at 9:02 p.m.

Respectfully submitted,

_____________________________
Paul Gottschalk, Administrative Services Manager
Evanston Public Library