Evanston Public Library  
Board of Trustees  
Wednesday, April 21, 2010  
7:30 p.m.  
Library Board Room


Members Absent: Lynette Murphy

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

Guests Present: Carl Bova, Joy Hebert, Ellen Newcomer, Trish Stieglitz, Michael Tannen

Call to Order
Karen Terry called the meeting to order at 7:36 p.m.

Comments from Citizens
Michael Tannen expressed his concern that the Library Board and the Evanston Public Library Friends (EPLF) were not promptly notified about the August 9th termination date for the South Branch lease. He stressed the importance of the Board and EPLF working together in a mutually supportive manner.

Former Board member Ellen Newcomer shared background information on Library governance and private support of the Library's collections. The Board has specific independent authority under Illinois Law and Ms. Newcomer asked the Board to pursue greater independence. The Fund for Excellence (FFE) was implemented to provide private support for collection development over and above the materials budget in the operating budget. Now the FFE is being used to fill the gaps resulting from the 22% cut in the collections budget. She asked for Board support of the EPLF initiatives and continued branch operations.

Approval of the Minutes
Gail Bush moved and Susan Newman seconded,

MSP – Approval of the March 17, 2010 minutes of the Library Board.

Passed unanimously on a voice vote.

Old Business
Task Force on Sustainable Funding
Karen Terry said a draft report from the Task Force on Sustainable Funding had been prepared and expects the final report to be given to the Board for consideration at the May
meeting. Christopher Stewart asked to join the Task Force. Dona Gerson asked for information about funding opportunities available through public/private partnerships.

**Evanston Public Library Friends Update**
Trish Stieglitz reported that EPLF has over 1,600 family memberships and approximately 700 people have volunteered to support the Library. EPLF has raised over $56,000, bringing current available funding for neighborhood library services to $81,000. EPLF promotional programs include:

- “Window Books”, creative displays in the windows of area businesses, was recently featured on the front page of the Evanston Roundtable. Ann Foster did a tremendous amount of work developing and implementing this program.
- Children’s Read-a-thon during National Library Week.
- Sale of EPLF branded apparel and book bags.
- An upcoming virtual Armchair Auction featuring a dinner party hosted by author Audrey Niffenegger.
- A book sale in conjunction with the Central Street Fair in July.

**Reeltime**
Brooke Roothaan and Diane Allen-Jacobi met with Ines Sommer and Kathy Berger of Reeltime about their request for continued support from the Library for independent film programming. Due to funding cutbacks, Reeltime has had to significantly scale back its programming; the funding from the Library is more important than ever. Reeltime averages about 75 guests per screening. The funds would be used for film licenses, promotional materials and honoraria for speakers. Several Board members expressed concern about investing in a program that may not be able to sustain continued operations.

Susan Stone moved and Susan Newman seconded,

MSP – Postpone the decision for financial support of Reeltime until the May 19th Board meeting.

Passed unanimously on a voice vote.

**Nominating Committee**
Brooke Roothaan reported that the Nominating Committee has proposed the following slate of Board officers: Christopher Stewart, President; Susan Newman, Vice-President; and Diane Allen-Jacobi, Secretary.

**2010 Library Closing Dates Modification**
Mary Johns requested approval of a change in the Library closing schedule because of a recently planned meeting for all City staff on the morning of May 21st.

Dona Gerson moved and Brooke Roothaan seconded,

MSP – Approve opening the Library at 1 pm on Friday, May 21, 2010.

Passed unanimously on a voice vote.
President’s Report
Karen Terry and Mary Johns met with Mayor Tisdahl about library services. The City’s budget situation will remain difficult for the foreseeable future due to the economy.

Financial Report
Paul Gottschalk reviewed the unaudited final report for FY2009-10. Expenditures were approximately $200,000 under budget because of the hiring and spending freezes.

Director’s Report
- Mary Johns reported on the National Library Week activities, including library card sign-up promotions throughout the community.
- The Literacy Education at Play (LEAP) program has received additional grant funding from the Evanston Community Foundation.
- The Library received a grant from the Bill and Melinda Gates Foundation to buy additional public computers.
- Nine critical public service vacancies are being filled, including a full-time Adult Service Librarian.
- The 32nd annual Jo-Anne Hirshfield Poetry Awards program is scheduled for April 25th.
- Reference Librarian Margaret Schatz is part of the team involved in developing the City’s 311 information system.
- Staff is promoting the deposit collections at the Fleetwood-Jourdain, Robert Crown, Levy Community Centers.
- Looking forward, Mary Johns said staff efforts will be focused on four areas: Collections (weeding the collections; implementing new formats); Technology (revamping the infrastructure, improving the wireless system, implementing RFID (radio frequency identification) for streamlined operations); Facilities (improving space usage at the Main Library, refurbishing furniture and equipment); Staffing (re-purpose staff for greater efficiency and productivity towards meeting service needs, update all job descriptions).
- Staff is exploring improved customer convenience through the implementation of book and video vending units.

New Business
Request to Use Book Sale Proceeds to Support Branch Operations
The Board discussed a letter from the book sale volunteers regarding the potential use of book sale proceeds to support branch operations. There was no further consideration of making this transfer since no formal request had yet been made to use book sale money to support branch operations.

Request to Ensure Full Library Services at South Branch through Summer Programming
The Board received a request from the Library Friends asking the Board to direct staff to develop a plan to ensure that full library services remain at the existing South Branch location through August until summer programming has been completed.
Susan Newman moved and Dona Gerson seconded,

MSP – Approve a resolution directing staff to develop a plan to ensure that full library services remain at the existing South Branch location until summer programming is complete.

The Board discussed the notice given to the South Branch landlord terminating the lease on August 9th. Diane Allen-Jacobi stated that the City had an obligation to deliver the lease termination notice since the City, and not the Library, is the Lessee and funding after August 31st was not appropriated. Without sufficient on-going funding and City Council approval, South Branch would have to close in early July in order to remove the collections and furnishings. Paul Gottschalk stated that $149,114 has been appropriated for branch services in FY10-11 and that closing costs and severance costs, if necessary, would be paid from these funds. Gail Bush said that she thought the Library Board was not in a position to ensure the South Branch can remain open through August.

Susan Newman withdrew her motion.

Gail Bush moved and Brooke Roothaan seconded,

MSP – Approve support for the Evanston Public Library Friends’ request to ensure full service at South Branch through August 31, 2010.

Passed unanimously on a voice vote.

**Request to Support Extension of Summer Reading Program to West Side Locations**
The Board received a request from the Library Friends asking that the Board direct staff to: a) develop plans to expand storytime and summer reading game programming to neighborhood locations in west Evanston, and b) explore the cost and feasibility of delivery of library services at existing community centers.

Brooke Roothaan questioned how the Library would be able to take on these initiatives given the current limitation on staff resources. Dona Gerson recommended that an outreach plan and budget be developed before the Board considers this request further. Coordination of Library staff and Library Friends programming initiative is necessary.

**Executive Session - Personnel**
Given the late hour, the executive session was postponed until the May meeting.

**Adjournment**
The meeting adjourned at 10:12 p.m.

Respectfully submitted,

[Signature]
Paul Gottschalk, Administrative Services Manager
Evanston Public Library