Call to Order
Board President Christopher Stewart called the meeting to order at 7:38 p.m. Board Secretary Diane Allen called the roll.

Members present: Diane Allen, Sharon Arceneaux, Gail Bush, Dona Gerson, Mildred Harris, Lynette Murphy, Susan Newman, Susan Stone, Christopher Stewart.

Members Absent: None.

Guests Present: Mary Johns, Library Director; Paul Gottschalk, Administrative Services Manager; Joan Bundley, Parliamentarian.

Vice President Susan Newman asked for citizen comment. Four citizens spoke. All speakers supported continuation of branch libraries.

Approval of Minutes
President Christopher Stewart suggested that due to the number of recent meetings the minutes of each should be approved by a voice vote of the Board.

Minutes of the regular Board Meeting of September 15, 2010 were approved by unanimous voice vote of the full Board.

Minutes of the special Board Meeting of September 22, 2010 were approved by unanimous voice vote of the full Board.

Minutes of the special Board Meeting of October 4, 2010 were approved by unanimous voice vote of the full Board.

Old Business
Evanston Public Library Friends (EPLF) Update
Michael Tannen, a Director of EPLF, urged the Library Board to exercise its rights under Illinois Library Law. Mr. Tannen advised that while EPLF with the help of the Library Board raised $160,000 earlier in the year to support continuation of the two branch libraries, the organization was disinclined to continue funding library operations. EPLF is prepared to mobilize to raise money for collections and outreach, particularly outreach on the west side of Evanston. He indicated that EPLF was considering renting a storefront to house its materials and perhaps to serve as a west side reading room.
Mr. Tannen said that 25% of the proceeds from the upcoming Lions Club candy sale would be donated to the Library for its collections. This is the first not-for-profit to partner with EPLF.

Mr. Tannen also expressed the hope that EPLF would be involved in the Board’s strategic planning efforts over the coming year.

**Fund For Excellence (FFE) Update**
Trustee Dona Gerson, Co-Chair of FFE, asked Board members to return their annotated listings of potential contributors by Tuesday, October 26. Mary Johns said that there was now a link on the Library’s e-newsletter to the Fund for Excellence effort. The FFE letters will go out in early November.

**President’s Report**
Board President Christopher Stewart advised that he had submitted the budget resolution approved at the October 4, 2010 meeting along with an accompanying memorandum addressed to the Mayor, to the City Attorney and to the City Manager. The memorandum spoke to the Board’s plans for the coming fiscal year which included moving forward on the transition to a Library Fund. It advised that there would be a meeting on November 13, 2010 to discuss the Illinois Library Act and the process of moving to the Fund model. Aldermen, city officials and the general public are encouraged to attend.

An attorney from Ancel Glink, a law firm specializing in municipal and library law, will facilitate the November 13th meeting on a pro bono basis. It was suggested that we have a librarian and/or trustee who has experience working under the Library Fund model participate in the meeting.

Board President Stewart thanked the Trustees who attended the Library Staff Development Day. He also thanked the Trustees who attended a 6th Ward meeting at the North Branch on October 19th. Alderman Mark Tendam presided at that meeting along with two colleagues from the City Council, Alderman Grover and Alderman Wynne.

President Stewart encouraged Trustees to attend the Council meeting on Saturday, October 23rd which will focus on the budget for fiscal year 2011.

**Financial Report**
Paul Gottschalk advised the Board that City tax-supported funding for the branches ended on August 31, 2010. From September 1, 2010 through February 28, 2011, the branches will be funded with $158,400 raised by EPLF and the Library. These funds have been deposited in the City’s General Fund for the specific purpose of funding branch operations through February.
Mr. Gottschalk said there is a citywide spending and hiring freeze in place. The Library has six vacancies equaling three full-time equivalent positions. These vacancies will make providing library services more difficult.

Mr. Gottschalk reported on the status of the Endowment for the Evanston Public Library. As of September 30th, the investment return was 9.26%. The year to date return was 8.83%. These are good results compared to benchmarks and in the midst of a difficult economy.

**Library Director Report**

Mary Johns thanked the Trustees who attended Staff Development Day.

She indicated that the sidewalk poetry was in place and said that the dedication would take place in the spring.

The Library is sponsoring *Project Engage* through the Loft and with partners in the community. *Project Engage* aims to encourage civic involvement among teens. On Sunday, October 24, 2010 there will be an event at which the public is encouraged to bring photographs of childhood memories that relate to community engagement. Another part of the project involves painting garbage cans in the community.

Staff is participating in an American Library Association project, *Driven by Kids*. The first project will be painting garbage cans around town.

Library staff continues to look for grant opportunities. They are applying for a $1,000 grant from the Woman’s Club of Evanston to support the summer reading program at the Robert Crown Center next year. They are also applying for a Sparks grant through the Institute for Museums and Library Services (IMLS). Sparks grants are available in amounts up to $25,000. If Evanston Library received a grant, the money would be used for innovative outreach services throughout the community. Ms. Johns said that the Library received the matching portion for the second phase of a grant from the Bill and Melinda Gates Foundation. The match and the grant from Gates total $5,200.

The North Suburban Library System (NSLS) received funding from the Illinois State Library to continue inter-library deliveries through December, 2010.

Ms. Johns said that the City Manager attended the Staff Development Day and told library employees that he had recommended closing the branches in his proposed budget and reallocating branch funds to support outreach and collections.

**New Business**

Several items were suggested to be added to new business at this meeting: a brief report on a meeting with book sale volunteers, discussion of the agenda for
the November 13th meeting, a new starting time for board meetings and new signage for the children’s room. The Parliamentarian said that new items could be added to new business if there were no objections and no decisions were made. It was decided that a new start time for Board meetings and new signage in the children’s area would be addressed at the regular November Board meeting.

Trustee Allen and Trustee Gerson met with the Book Sale Volunteers on October 18th. The Trustees thanked them for their very valuable service to the Library and answered questions from members. It was suggested by the volunteers that it would be much appreciated if Board members would take time slots to work at future book sales. They were assured that Board members would try to be more involved in the sales. The next sale is December 9-12th.

Trustee Allen spoke to a general agenda being prepared for the meeting on November 13, 2010 and asked for thoughts from the Board. The intent of the meeting is to review the Illinois Local Library Act that authorizes the Library Fund and to identify Library Board and City responsibilities during and after the transition to a Library Fund.

Trustee Gerson asked if the City’s Legal Department would be represented at the meeting. She was assured that city officials will be invited to attend. She also asked how Ancel Glink was chosen to facilitate the meeting and whether they were being paid to do so. President Stewart said that Ancel Glink had been providing pro bono services during the past year and that if there were to be a cost for the meeting, the Board had approved up to $5,000 for legal fees. Trustee Gerson asked to review minutes to see if the meeting would be an approved use of monies approved for legal services. Mr. Gottschalk said that he would review the minutes for an answer.

The meeting is to be held on Saturday, November 13, 2010 between 9:00 a.m. and noon. The possibility of holding the regular Board Meeting prior or subsequent to the meeting was considered, but decided against due to time constraints.

President Stewart then began discussion of new business on the agenda. Committees need to be formed to further the Board’s goals. President Stewart said that the By-Laws (Article 5, Section 1, Special Committees) gave him the prerogative to create special committees and to appoint members to those committees. The committees would be:

**Library Fund Transition Committee** - responsible for working with library administration, city staff and elected officials to work out the details of financial and administrative issues during and after the transition to Library Fund.
EPL 2020 Planning Committee - responsible for creating a long-term Evanston Public Library strategic plan utilizing peer analysis, community involvement and educational resources.

Library Board Manual Revision Committee - responsible for update of Board of Trustees Manual.

President Stewart then made the following suggestions for committee membership:

Library Fund Transition Committee: Trustees Allen and Stewart

EPL 2020 Planning Committee: Trustees Arceneaux, Harris, Bush, Newman and Gerson. Trustee Newman to be the Chair.

Library Board Manual Committee: Trustees Murphy and Stone.

Discussion of the proposals ensued. Trustee Newman suggested that she would like to see Trustee Gerson on the Transition Committee and Trustee Gerson indicated that she would like to be on that committee. Trustee Newman suggested that as the Library Board Manual will have to be updated after we move to the Fund Model, she would like to add Trustees Stone and Murphy to the EPL 2020 Planning Committee. There was general consensus that this was appropriate.

President Stewart said that the committee rosters and missions would be discussed further at our November meeting.

There was no further business and President Stewart adjourned the meeting at 9:40 p.m.

Respectfully submitted,

Diane Allen
Secretary
Evanston Public Library Board