Call to Order

Board President Christopher Stewart called the meeting to order at 7:34 p.m. Board Secretary Diane Allen called the roll.

Members Present: Diane Allen, Sharon Arceneaux, Gail Bush, Dona Gerson, Mildred Harris, Susan Newman, and Christopher Stewart.

Members Absent: Lynette Murphy and Susan Stone.

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

Vice President Susan Newman asked for citizen comment. There was none.

Approval of Minutes

President Christopher Stewart asked for approval of the minutes of the Board Meeting of October 20, 2010. Trustee Gerson moved to approve. Trustee Bush seconded the motion. The minutes were approved by a unanimous voice vote.

Old Business

Evanston Public Library Friends (EPLF) Update

Emily Guthrie, Trish Stieglitz, and Ellen Newcomer thanked the Board for its efforts during City budget hearings. They also indicated that the Special Meeting held on November 13, 2010 to review the Local Library Act was very informative.

Ellen Newcomer said that she would contact a Book Sale volunteer leader to offer the assistance of EPLF at the December Book Sale.

Ms. Newcomer indicated that EPLF would like to send out a fundraising appeal letter to EPLF donors at the beginning of December and asked if this met with the Board’s
approval given that the annual Fund for Excellence campaign was underway. She indicated that this letter would not use the Fund for Excellence donor list.

EPLF requested a liaison from the Library Board to the EPLF organization.

Fund For Excellence (FFE) Update

Trustee Gerson reported that the Fund for Excellence appeal letters had been mailed out. She questioned the wisdom of having EPLF letters go out at roughly the same time, as this may be confusing to recipients. Trustee Gerson asked if the money requested by the EPLF letter would be directed to the Fund For Excellence. Ellen Newcomer indicated that any money collected by EPLF through its mailing would be donated to the Fund For Excellence by EPLF. Ms. Newcomer assured the Board that the donor list did not duplicate the FFE list. It was suggested that if a letter was sent by EPLF, that the letter could direct donors to a FFE link on the Library website. Donations could then be made online directly to the FFE.

Paul Gottschalk suggested that the EPLF list and the FFE list be melded so that the Library increase its pool of supporters.

Ms. Newcomer said the Board should consider what it wanted to do and let her know. One of the FFE committee members will advise her of the Board’s decision. Ms. Newcomer assured the Board that no letter would be sent out without the Board’s prior review and approval.

President’s Report

President Stewart commented on the numerous meetings of the past week and thanked all Trustees who attended those city and library meetings. He said the special meeting held on November 13th was especially informative, and he advised that many other academic and municipal libraries in the area were keenly interested in the status and activities of the Library.

Financial Report

Mr. Gottschalk indicated that the October 8th budget for library services as proposed by the City Manager was $3,756,051, and he reminded the Board that it had voted to reduce library headcount at a savings of $32,000. That reduction must be taken from the $3,756,051 amount.

Mr. Gottschalk discussed several other issues that affected the City’s final budget, i.e. deferring the non-union 2% wage increases until April 1, 2010 and restoring 3% of the 5% cut to the City Manager and Department head salaries. These changes would impact all City departments, and we will not know final outcome until December.
Mr. Gottschalk requested that the Library Board finalize its 2011 budget and spending plan so that it can be approved during the Board's December Board meeting. He asked for some further direction from the Board and proposed that he provide options to be considered at the December meeting. Those options could consider improving collections, improving outreach, funding of one, two or no branches, and changes in hours of service. Mr. Gottschalk said that there are now no permanent, filled staff positions at the South Branch. There would be additional costs if the Board decided to lay off any additional staff from either the North Branch or from the Main Library. Closing costs of a branch would incur either moving or storage costs of books and furniture/fixtures, and this would be an additional cost.

Trustee Gerson asked about the short- and long-term planning for a South Branch solution. Trustee Newman said the Board is embarking on its strategic planning for library services throughout the city and hopes to have a final report ready in June. President Stewart asked that further discussion of strategic planning be placed on the agenda for the December meeting.

Mr. Gottschalk finished his report saying that spending on the branches was at 99.2% of budget for the first six months of the year and was on target for the remainder of the year. The Library Endowment recently received a pledge of $10,000 in memory of a woman who collected alphabet books. Her son asked that the gift be used to purchase alphabet books and other children’s books in honor of his mother.

Library Director Report

Ms. Johns opted not to give a verbal report and referred the Board to the information in their monthly packet.

New Business

President Stewart said that due to numerous budget issues pertaining to fiscal year 2011, a December Board Meeting was necessary. It was agreed that a Board Meeting will be held on December 8\textsuperscript{th} at 6:30 p.m.

President Stewart asked the Trustees to decide the dates and times for the next calendar year’s meetings. Trustee Allen moved that Board Meetings throughout 2011 be held on the third Wednesday of each month, excepting August and December, 2011 at 6:30 p.m. This motion was seconded by Trustee Bush. The motion passed on a unanimous voice vote.

Library Staff presented its proposed schedule of dates that the Library will be closed during 2011. Trustee Bush moved to accept the proposed schedule. Trustee Arceneaux seconded the motion. The motion was passed on a unanimous voice vote.
As there was no further business, President Stewart adjourned the meeting at 8:43 p.m.

Respectfully submitted,

Diane Allen

Library Board Secretary