DECLARATION OF A QUORUM
A quorum being present, President Stewart called the meeting to order at 6:33pm.

CONSIDERATION OF THE AGENDA
President Stewart advised that there would be a change to the printed Agenda. As this meeting is a Special Meeting of the Board, the Minutes of the November 13, 2010 Seminar and the Minutes of the Regular Board Meeting of November 18, 2010 will be presented for approval at the regular January Board Meeting. He also advised that the order of discussion of agenda matters is being changed. The Board will discuss Fiscal Year 2011 Budget Allocations and then will discuss matters pertaining to the South Branch.

CITIZEN COMMENT
Vice President Susan Newman called for Citizen Comment. Several citizens spoke. Comments related to the need for a west Evanston library location, to the importance of libraries as special community spaces, to the constraints of a limited budget, and to wage increases for the library staff. The possibility of the Board seeking Tax Increment Financing (TIF) monies and/or seeking Community Development Block Grant (CDBG) monies was raised.

PLANNING COMMITTEE REPORT
Trustee Newman, Chairman of the Planning Committee, began by stating that she was in the process of planning the plan, and that the work of the committee is focused on a long-range strategy for library services in Evanston. Trustee Newman has visited the Oak Park Public Library and discussed their library services and planning processes. Oak Park is a community similar in size and
diversity to Evanston, and it currently operates a main library and two branches. Trustee Newman has also been talking one-on-one with Mary Johns, Library Director, and with other members of the community interested in participating in the planning process. Trustee Newman reviewed the Library’s 2000 Strategic Plan. Paul Gottschalk added that the 2000 Strategic Plan was updated in 2005 after many of its objectives had been accomplished. Mr. Gottschalk said that the revised plan had not been reviewed since 2005.

Trustee Newman emphasized that it is critical to success that we take appropriate time with this process and not act in haste. The Committee intends to have a long-range plan in place by yearend 2011. Trustee Newman said that she believes the Board will also want to involve a consultant. Oak Park Library utilized a consultant and found it to be extremely effective. Trustee Newman said that there will be regular briefings to the Board on the status of subcommittee activities and findings. Newman emphasized that the planning process must be inclusive and transparent to all in the community.

Trustee Newman said that the mission of the Planning Committee was threefold:
- To identify information and literacy needs in our community and the ways the Library can provide necessary and innovative services to meet those needs
- To investigate the role and potential of current and future technologies
- To consider and to develop creative funding sources

President Stewart asked how members of the community can become involved. Trustee Newman said that the public nature of the process will allow anyone who is interested in participating to come forward. There will also be specific invitations to people who have pertinent experience and expertise.

Trustee Bush asked how long the Oak Park Library’s strategic planning process took. Trustee Newman said that Oak Park had a 6 or 7 person committee that did the organizing, and the committee utilized a consultant. There were open meetings and invitational meetings. The Oak Park Library Director was new to the community and felt it was essential to take appropriate time for the process. The planning process took a year and a half.

Mr. Gottschalk commented that during the planning process any significant impact on future Library budgets must be considered, particularly for the FY2012 budget. The Board recognizes the importance of this caveat.

**FISCAL YEAR 2011 BUDGET ALLOCATIONS**

President Stewart presented the next agenda item: budget allocations for fiscal year 2011. President Stewart asked Mr. Gottschalk to open the discussion. Mr. Gottschalk provided a summary breakdown of costs related to library operations during fiscal year 2011. He advised that the City Council approved a library budget on November 22, 2010 based on the City Manager’s proposed budget of
$3,756,051 with revisions that reduced the library budget by an estimated $35,134. This leaves the Library budget at an estimated $3,726,743. The cost to operate the Main Library with undiminished service, as directed by the Board, is $3,577,850. At this meeting Library staff requests direction from the Board on how it wishes to expend the available balance of $148,893.

Mr. Gottschalk said one option for the balance would be to maintain the North Branch at the current service level through fiscal year 2011, however, that would cost $170,165, leaving a shortfall of $21,272. He said that the North Branch could continue operations throughout fiscal year 2011 by reducing the current schedule by four hours per week. In the event that the Board chooses to maintain the North Branch and to restore its hours of operation to 2009 level, the shortfall would be increased by $25,002 to a total of $46,274.

Trustee Bush asked why Mr. Gottschalk had not prepared other options for use of the remaining balance. Mr. Gottschalk responded that he followed the Board’s direction to maintain Main Library operations at current levels, and this leaves only the balance of $148,893 unallocated. Previous direction from the Board focused on maintaining the North Branch despite the closing of the South Branch due to the loss of the South Branch lease.

Trustee Gerson said that the Board had asked for some monies to remain in the budget as a placeholder for the South Branch which is being closed at the end of February 2011. Mr. Gottschalk stated that the Library staff needs Board direction on how the remaining $148,893 should be allocated, and the Board could give that direction.

Mr. Gottschalk also discussed other possible revenue sources: Book Sales bring in roughly $80,000 a year and the expenditure of those monies is controlled by the Board. There is currently a Board-approved policy that limits the expenditure of book sale money to enhancing the collections and to renovating the first floor youth services area and the young adult area. The Board could also consider transferring monies from the Endowment Fund. There are 39 distinct funds in the Endowment and many of those are restricted. However, there are significant unrestricted monies in the Endowment. Mr. Gottschalk said that one other possibility would be a capital campaign drive. The last capital campaign drive was for the renovation of Youth Services and Teen areas. That drive raised $480,000 over a two and a half year period. The total cost of the renovation was approximately $2,500,000. Half of that cost was covered by the City. The State of Illinois provided $200,000.

Mr. Gottschalk was asked about the possibilities of obtaining TIF or CDBG money. He said that TIF dollars are controlled by specific boundaries and purposes. However, there is a west Evanston TIF as part of a targeted community and economic development area.
More discussion among Board members about allocation of the remaining budget balance ensued. Trustee Gerson moved that the Board approve the allocation of $3,577,850 for Main Library operations and allocate the remaining $148,893 balance for Neighborhood Services. Trustee Murphy seconded the motion.

Trustee Stone moved a First Amendment to the Primary motion to allocate the $148,893 balance for continued operation of the North Branch. Sharon Arceneaux seconded the Amendment Motion.

Further discussion ensued concerning outreach in other areas of the community. A voice vote was taken on the First Amendment. There were four ayes and five nays. The proposed First Amendment to the Primary Motion failed.

The Board returned to discussion of the Primary Motion. Trustee Gerson proposed a new First Amendment to the Primary Motion that the Board allocate six months of funding for staff and operations at the North Branch at current service levels. Trustee Bush seconded the motion. A voice vote was taken. Trustee Murphy voted nay. Trustee Stone abstained. All other Trustees voted aye. The First Amendment to the Primary Motion passed.

A roll call vote was taken on the Primary Motion as amended by the First Amendment to approve allocation of $3,577,850 for operation of the Main Library and allocation of the remaining $148,893 budget balance for neighborhood services, from which the North Branch staff and operation at current service level shall be funded for six months of the 2011 fiscal year. The roll call vote was as follows: Trustee Arceneaux, aye; Trustee Bush, aye; Trustee Gerson, aye; Trustee Allen, aye; Trustee Stewart, aye; Trustee Stone, aye; Trustee Newman, aye; Trustee Harris, nay; Trustee Murphy, nay. The motion passed.

**SOUTH BRANCH DISCUSSION**

President Stewart then moved to the next agenda item which was discussion of the South Branch facility. Two Trustees, Bush and Newman, met with State Senator Jeff Schoenberg on December 7th and Trustee Bush gave a brief overview of the circumstances leading up to the meeting. In June 2010 Senator Schoenberg and Mayor Tisdahl held a press conference at which they proposed a plan to co-locate the existing South Branch library with an Illinois Department of Employment Services (IDES) office. The existing IDES office in Evanston had lost its lease on December 3, 2010. The Mayor and Senator Schoenberg suggested that a city-state partnership with the Library could be a solution to retain an IDES location in Evanston at a shared cost savings. During the meeting with Trustees Bush and Newman, the Senator expressed a continued interest in exploring the possibility of co-locating an IDES office and a library branch. Senator Schoenberg indicated that the State had issued Requests for Proposals (RFPs) on possible locations for an office, but there had been no responses. Senator Schoenberg suggested that with the approval of the Evanston City
Council a new leased location could have the City/Library as the lessee, and the State would be a tenant of the City/Library. At present it is unclear how such a leasing decision would be achieved and which entity, the City or the Library, would be legally responsible for the location. Senator Schoenberg did not indicate if this proposal has been presented to the Evanston City Council. He did not have information on the space requirements for the proposed office or information on where it might be located. The Library Board will confer with City Staff for further direction on this matter, and will if appropriate, work with City and State personnel to determine the feasibility of this proposal.

A motion was made by Trustee Gerson to explore the possibility of a joint location for an IDES office and a neighborhood library location with Senator Schoenberg’s staff. Trustee Murphy seconded the motion. A voice vote of Trustees was taken. Eight Trustees voted aye. Trustee Allen voted nay.

A motion was made to designate Trustee Gerson to work with the Senator’s staff on this matter. The motion was seconded by Trustee Newman. A unanimous voice vote passed the motion.

Discussion of the impending closing of the South Branch ensued. Trustee Gerson commented that the South Branch opened in 1917 and that the closing will be a shock to many users. She wants to pursue a new South branch location immediately. President Stewart indicated that one of the Trustees had suggested that an ad hoc committee be formed to consider implications of closing the South Branch. This committee would determine what is involved in the closing of the location, i.e. logistics of move, storage of books and furniture. The ad hoc committee would also consider other alternatives to the current location.

President Stewart nominated Trustee Gerson for the committee, and she indicated that she would serve. President Stewart nominated Trustee Allen for the committee, and she declined. President Stewart nominated Trustee Arceneaux for the committee and she accepted.

A motion was made to approve Trustees Gerson and Arceneaux as an ad hoc committee focused on the South Branch transition. Trustee Harris seconded the motion. A unanimous voice vote of the Trustees passed the motion.

FUND FOR EXCELLENCE REPORT
Trustee Gerson advised that the Fund for Excellence drive was going well and that contributions currently totaled approximately $23,000.

ADJOURNMENT
The meeting was adjourned at 9:35pm

Respectfully submitted,

Diane Allen, Secretary