MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, February 16, 2011
6:30 PM
Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

Members Present: Sharon Arceneaux, Gail Bush, Mildred Harris, Lynette Murphy,
Susan Newman, Christopher Stewart, Susan Stone

Members Absent: Diane Allen, Dona Gerson

Staff Present: Mary Johns, Paul Gottschalk, Beth McGuire

Presiding Member: Christopher Stewart, President

DECLARATION OF QUORUM
With a quorum present, President Stewart called the meeting to order at 6:35 pm.

CITIZEN COMMENT
None

APPROVAL OF MEETING MINUTES
The minutes of the meeting on January 19th, 2011 were approved with no changes.

INFORMATION/COMMUNICATIONS
NSLS Update
Leora Siegel reported that the North Suburban Library System recently merged with four
other systems (Alliance, DuPage, Metropolitan and Prairie Area) to create a single
system effective July 1, 2011. The goal is to reduce administrative costs and increase
efficiencies in response to reduced state funding. Trustee Bush stated the same
consolidation is occurring in the four southern Illinois library systems (south of Peoria,
IL).

Library Director Report
Mary Johns reported that Library Legislative Day is slated for Monday, February 21st
and encouraged Board members to participate.

An Open House for South Branch will be held on Thursday evening, February 24th.
Trustee Stone will be a storyteller.

The Valentine's Day Romance authors' program at Main brought in over forty
booklovers. The Evanston Borders Benefits Days happened the same weekend and
sales results will be announced soon. The Young Adult staff is busy programming
author events and all staff members are continuing to pursue Community Partnerships
and new options for providing services. For example, Evanston Public Library wrote a
letter of support for the Moran Center for Youth Advocacy - offering space at the Library
for their programs.
Evanston 150, a major event marking Evanston’s 150th anniversary, will launch at the end of March. The founding organizations are the Library, the Evanston Community Foundation, and the Evanston History Center. The City is also a major sponsor along with Northwestern, First Bank & Trust, Romano Brothers, St. Francis Hospital, NorthShore University Health System, and the Evanston Lighthouse Rotary Club.

UNFINISHED BUSINESS
None

ITEMS FOR DISCUSSION

Evanston Public Library Friends Report and Proposal for South Outpost

President Stewart stated the Friends presentation and subsequent dialogue about a proposed library outpost is a discussion item and therefore there will not be a vote on the proposal at this meeting.

Marcia Mahoney, Chair of the Friends’ Neighborhood Services Committee reported the Valentine’s weekend party at South Branch was a big success with over fifty children and their caregivers in attendance. She reminded the Board about the Friends’ President’s Day event at Ridgeville Park District from 10 am to 2 pm. She added the Park District is building a book nook that the Friends will stock as a “take one, leave one” service. The Friends have received a pledge of $15,000 for West Side services, as well.

Research for a library outpost in the Main St. & Chicago Ave. area has been completed and the proposed space would be located at 900 Chicago Avenue on the northwest side of the intersection of Main and Chicago. Trustee Arceneaux and Library staff have visited the space. The prime lease is based on the existing South Branch lease and will be executed at the end of the week. Trustee Allen is reviewing the prime lease and proposed sub-lease on behalf of the Board. The space is not built out yet, but is slated to open in early March. About half of the current of South Branch collection could be re-located to the Outpost.

M. Mahoney described the functions and role of the new outpost. Adult patrons will be able to order books, there will be a “most wanted” collection and new books, and computers and internet access will be available. The children’s collection will be extensive and the space will be multi-functional depending upon arising needs.

Donations of shelving and flooring have been received. Ellen Newcomer met with P. Gottschalk, Trustee Arceneaux and C. Heneghan to discuss staffing. They determined there were potential areas in the budget where staff funding could be found including revenue from the book sales, donations from the Friends, endowment income, and delaying the filling of the open part time position in Library Administration.

A PowerPoint presentation on the design of the proposed Outpost was given by architect Thomas Ahleman of Studio Talo who donated his time to develop the layout for the space.

Trustee Bush asked where the book drop would be and expressed concern about security given the common hallway/bathrooms with Subway. She also inquired about the height of the shelves for the children’s area.
Trustee Newman praised the plan as very creative, exciting and flexible. She expressed her appreciation that the Friends and the planners were looking at ways of saving money.

Board members thanked the Friends and Thomas Ahleman for their presentations.

President Stewart began a multi-part discussion about financial issues related to funding the library outpost and the overall budget. P. Gottschalk distributed a FY2011 Library Budget Update which provided background information and budget issues for the Board to consider as they decide on funding options for neighborhood services.

President Stewart asked about the budget process. P. Gottschalk suggested that the Board have a longer term (beyond 2012) budget perspective; there will be increased costs for labor and insurance premiums if staffing levels remain the same. He reminded the Board that no funds were budgeted for South Branch or a library outpost in the 2011 budget. He expressed reluctance to recommend one time use of revenues for on-going operating expenses. There are deferred maintenance and capital issues that must be considered for future funding. The Board will need to consider a limit on the growth of property tax support given that the City's budget situation remains very difficult and additional service reductions and layoffs are likely to occur citywide.

Trustee Bush asked M. Johns about the $10,000 from book sale funds given to NSLS for interlibrary deliveries. Since the State eventually funded NSLS, perhaps these funds could be returned. G. Bush said she would like the funds back. L. Siegel of NSLS said she would look into it.

P. Gottschalk said that there could be as much as $50,000 available from book sale funds.

Trustee Stone noted she is totally unsupportive of reducing collection allocations.

Trustee Newman asked about the vacant position in Administration and if it had been eliminated from the budget. P. Gottschalk responded that the full time position was reduced to 20 hours per week and the classification was downgraded. The budget for this position is approximately $25,000. M. Johns spoke in favor of filling this part time administrative assistant position to support marketing and public relations efforts. There is a need to coordinate marketing and PR and this work has been lacking. She expressed concern about additional staff cuts affecting service delivery. M. Johns maintained she would be hard pressed to let this position go.

Trustee Murphy asked when the Board will begin discussing the 2012 budget. P. Gottschalk responded he recommends that the Board deliberate in June and July then adopt the 2012 budget in August.

Trustee Bush asked M. Johns if the Department of Employment Security's WorkNet could be housed at the outpost. M. Johns deferred until she could talk to them next week.
Trustee Newman proposed opening the outpost in April instead of March as a cost savings measure.

Trustee Bush suggested a special Board meeting before the March 1st opening of the outpost so that the Board can make more informed decisions. She then asked P. Gottschalk about using endowment funds. P. Gottschalk stated that it was Board policy not to use endowment funds for operational expenses. Collection development for the library system would be an appropriate use of endowment funds.

President Stewart asked Trustee Bush what information we would need from the library staff if there were to be a special meeting. Trustee Bush responded she would like staff to gather more information regarding:

- the amount available from the Friends’ donations to support the outpost operations
- the cost of the unfilled administrative position and impact of eliminating that position.
- the amount of Booksale money available
- answers from the WorkNet meeting
- the amount of unrestricted endowment funds available.
- the cost of operating the outpost for 35 hours/week or other scheduling scenarios including restricting more hours and/or using different staffing options.

Trustee Murphy spoke to Trustee Bush’s last point about reducing hours or staffing and wondered what the impact of such a change would be. At some point, reductions become untenable. The Library could also limit hours at the North Branch and consider impact to the service there. She would like to look at the summer reading program and find out how many kids are involved. She requested more data and believes timing is critical. The Board can’t do anything until this information is available.

Trustee Murphy expressed concern about the amount of information the Board is asking for in such a short period of time and reminded them to be respectful of the staff’s time. Trustee Bush asked P. Gottschalk if it was reasonable to expect that he can gather it in a week’s time to which he responded yes.

A motion was made by Trustee Arceneaux to have a special Board meeting on Wednesday, February 23rd to make funding decisions and allocations for neighborhood services for FY2011 including but not limited to the South branch outpost.

Trustee Stone seconded the motion and it carried unanimously by voice vote.

**COMMITTEE REPORTS**

**Strategic Planning Committee**
Chairperson Newman reported that a press release announcing the planning committee and introducing consultants Miriam Pollack + Associates will be distributed soon. The Planning sessions will be inclusive and everyone will have an opportunity to participate. The committee expects to complete the plan by the end of summer so that it may impact next year's budget process.

**Local Library Act Transition Committee**
President Stewart reported that he met with City of Evanston staff members Joellen Earl, Martin Lyons, Grant Farrar, Louis Gergits, Brandon Dieter and Library staff members Mary Johns and Paul Gottschalk on February 10th to discuss the transition
process and the proposed Memo of Understanding (MOU) between the City and the Library. The Library will be a component unit of the City and, in accordance with state law, the Library Director will report to the Board of Trustees. The draft MOU will be prepared for March 16th Board meeting and will then be reviewed by the Human Services committee at their April 4th meeting. The Board is scheduled to approve the MOU at the April 20th Library Board meeting. Then it is scheduled to be adopted by the Human Services committee on May 2nd and the City Council on May 23rd. President Stewart said that the meeting was positive and productive.

Ad Hoc South Branch Transition Committee
Trustee Arceneaux said that she and staff walked through the proposed outpost space at 900 Chicago. She later met with Friends members and Library staff to review the floor plan.

STAFF REPORTS
Financial Statements
Paul Gottschalk discussed the Financial Statement for the eleven month period ending January 31, 2011. The Library is 6% under budget, principally because of the City’s spending and hiring freeze. The Library will begin to fill vacant positions in March.

NEW BUSINESS
Recommendation for 2011 Endowment Expenditures
M. Johns recommended that the Board allocate $15,000 from unrestricted funds in the endowment for programming for adult, children and young adults system-wide. She said the operating budget includes very little money for programming. She also recommended allocating $40,000 for collection development.

A motion was made by Trustee Murphy to designate $55,000 from interest in the endowment ($40,000 for collections and $15,000 for programming) for FY2011. Trustee Stone seconded the motion.

Trustee Bush asked how much had been taken from the endowment so far. P. Gottschalk responded that the Board had approved $34,000 for professional services. Trustee Bush asked if the Board has taken funds from the endowment for programming before and P. Gottschalk said yes.

Trustee Newman asked if there was a specific area where the collections funds would be used. M. Johns said it would be used system wide where it was needed. Trustee Bush asked if the fact that the outpost will not have a normal collection was taken into account and Trustee Stone inquired if the allocation included buying ebooks. M. Johns replied yes to both questions.

Trustee Newman asked about the interest on the endowment. P. Gottschalk replied that no more than 5% of the value may be withdrawn per Board policy and the strategy is to have a consistent draw over time, using the endowment as a sustainable, long-term revenue source.

The motion carried unanimously by roll call vote.
Recommendation for Investment Committee Appointments

The current members of the Investment Committee have agreed to continue to serve for another two year term. Trustee Allen was put forward by President Stewart as the appointed Trustee to the committee, and Richard Hemwall would be the Chair. The third committee member would be Carl Godman.

A motion was made by Trustee Bush that the Board approve the appointment of Carl Godman, Richard Hemwall and Diane Allen to the Evanston Public Library Investment Committee for a two year term.

Trustee Stone seconded and the motion passed unanimously by voice vote.

ADJOURNMENT

The meeting was adjourned at 8:42 pm

Respectfully Submitted,

Beth McGuire
Administrative Assistant