MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, April 27, 2011
6:30 PM
Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

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

Members Absent: None

Staff Present: Paul Gottschalk, Mary Johns

Parliamentarian: Joan Bundley

Presiding Member: Christopher Stewart, President

DECLARATION OF QUOROM
A quorum was present and President Stewart called the meeting to order at 6:50 p.m.

President Stewart proposed two additions to the agenda: the swearing in of new Trustee, Margaret Lurie, and discussion of the Summer Reading program. As there were no objections, these items were added to the evening's agenda.

Diane Allen, Board Secretary, swore in Margaret Lurie as a Library Trustee.

CITIZEN COMMENT
Jim Hughes, Ellen Newcomer, Bennett Johnson, and Todd Rufenthall spoke in support of North Branch during citizen comment. Friends' President Newcomer presented a letter to each Board member that clarified EPLF's mission which is to support leadership that will increase funding for the Library system, to preserve and to expand branch library services, and to encourage innovation. The letter concluded by confirming that EPLF's fundraising efforts are not intended for the general use of the Library system.

APPROVAL OF MEETING MINUTES
The minutes of the regular Board Meeting of March 16, 2011 were approved without correction or revision by a voice vote of the Trustees.

INFORMATION/COMMUNICATIONS
None.

ITEM FOR DISCUSSION
North Branch Funding
Trustee Newman asked about funding for the North Branch through fiscal year 2011. The fiscal year 2011 budget has $148,931 dedicated to neighborhood services (North Branch). In order to keep the North Branch open through December, 2011, the Board
would need to find an additional $21,234 that is not budgeted. Some discussion of where that funding could be found followed. Mary Johns indicated that the North Suburban Library System had refunded $9,440 previously approved by the Board when State funding for book delivery services was uncertain. Book Sale proceeds might be an additional source for the remainder of the funding.

President Stewart indicated that the outcome of the Board’s Strategic Planning process will inform long-range needs of the Library. North Branch funding during the final months of fiscal year 2011 will be discussed and voted on at the May Board Meeting

UNFINISHED BUSINESS

Revision of Bylaws
Trustee Allen asked Trustees if they had any further questions about the proposed revisions to the existing Bylaws. Most Trustees had forwarded questions over the past month and all answers and clarification were contained in the packet for this meeting and were appropriately reflected in the proposed revisions.

Trustee Lurie asked about the prohibition against Trustees attending Board Meetings via Skype, telephone or other electronic media when a Trustee could not be physically present due to non-medical or non-emergency reasons. She advised that this kind of attendance was permitted at School Board meetings. Parliamentarian Bundley said that the Library Board was governed by the Open Meetings Act, which does not permit remote attendance except for very specific reasons.

Trustee Allen moved to adopt the revisions to the Bylaws as set forth in the Board packet for the meeting. Trustee Newman seconded the motion. Parliamentarian Bundley advised that two-thirds approval by the Trustees present was required to pass the motion. She explained that a two-thirds approval was required since the existing Bylaws had already been adopted, revisions to those Bylaws required more than a simple majority. The Board unanimously adopted the proposed revisions.

COMMITTEE REPORTS

Strategic Planning Committee
Trustee Newman reported that the Planning Committee continued to gather Library statistics, reports, surveys and information from stakeholders and focus groups. The focus groups aimed at specific demographic groups in the city have taken place. The on-line survey has been taken by 800 people. More than 100 surveys have been completed on paper. The end of the survey program is April 29th. Two community focus groups are scheduled for May 5th at 2:00 p.m. at the Library and 6 p.m. at the Levy Center.

Transition Team Report
President Stewart indicated that communications with the City about the proposed Memorandum of Understanding continue. A full report of the status will be given at the May Board Meeting.
Evanston Public Library Friends (EPLF) Report
Trustee Newman, as liaison to EPLF, reported that she had met with two EPLF Board members. She expressed her hope that the Library Board and EPLF would be able to work together for the benefit of all citizens of Evanston.

STAFF REPORTS

Library Director Report
Mary Johns said that on May 8th the Library will host the 33rd annual Hirshfield Poetry awards with poet and author Janet Wong serving as judge.

The State of Illinois remitted its per capita grant in the amount of $75,971 which monies are used for collections and development purposes in both adult and children’s areas.

The Library received $1,855 from Evanston Community Foundation for support of its Every Child Ready for Kindergarten program.

Ms. Johns said that she was working with Worknet Illinois on a lease agreement for space in the computer training space on the third floor of the Main Library building. Worknet services will compliment existing career services offered at the Library and will be open during regular Library hours. Ms. Johns also indicated that she was preparing a lease for Foundation 65 for space they use on the fourth floor of the Library.

The Library, Evanston Community Foundation and the Evanston History Center have formed Evanston 150, a group that is developing plans to generate creative ideas to celebrate Evanston’s 150th anniversary. There will be a general meeting on May 12 from 6-8:30 p.m. All are invited to participate in “A Night of Ideas”.

Miriam Pollack, consultant on the Library’s Strategic Planning process, conducted a SWOT survey with the library staff at Staff Development day last month. Also on the agenda for Staff Day was Tracie Hall of Goodseed Consulting. Her program centered on innovative ways to provide library services in the 21st century.


Financial Statement
Paul Gottschalk said that the expense and revenue activity for the first month of the 2011 fiscal year were on track.

Mr. Gottschalk reported that the Investment Committee managing the Endowment approved the sale of $100,000 worth of S&P500 Index shares and $60,000 of iShares Silver Trust, an exchanged traded fund. A total of $205,812 was re-invested in corporate bonds with investment grade credit ratings. Bond terms ranged from five to seven years with an average annual yield to maturity of 4.3%.
NEW BUSINESS

Summer Reading Program
Director Mary Johns said that she is actively working on the Summer Reading Game program. Research shows that children who read during the summer do better in school the next year. She indicated that last year’s Reading Game reached a significant number of Hispanic children last year and that there was more opportunity to reach that segment of the population at the Dempster-Dodge location. Approximately 280 children participated at neighborhood sites last year with minimal advertising. This year the Library will greatly increase awareness through school programs and other publicity.

The Library has been offered the same similar leasing opportunity as last year in the former Washington Mutual bank space at the corner of Dempster and Dodge. The space is in excellent condition and includes some furnishings that can be used. Books for the location will come from the former South Branch collection. The Reading Game will also take place again at Robert Crown Center, the Fleetwood-Jourdain Center, the Main Library and support will be provided at the EPLF’s “Mighty Twig” on Chicago Avenue. The budget for the program, which runs from May 15 through August 15, is estimated to be $17,350. The Library received $2,800 from the Woman’s Club of Evanston and $800 from Kiwanis for the Reading Game. There is $1,750 available from program funding in the budget, and this leaves an unfunded amount of $12,000. Director Johns recommended that the Board approve $12,000 from unrestricted Endowment funds as it did last year to fund this special program.

Trustee Arceneaux moved that the Board approve up to $12,000 from unrestricted Endowment funds to support the Summer Reading Program. Trustee Harris seconded the motion.

Trustee Murphy asked what monies remained in the Neighborhood Services budget. Mr. Gottschalk said that of the $148,931 budgeted in Neighborhood Services, there is $46,832 remaining undesignated with the rest supporting North Branch through August. Trustee Newman asked how that money might be used, and Mr. Gottschalk said that it could be used to partially fund continuance of the North Branch through December 2011. However, even using that money for the North Branch, $21,234 is still needed to keep the branch open through December.

President Stewart asked how Reading Game activities were staffed. Mary Johns said that volunteers were used, many from the Summer Youth Employment program, in addition to one staff member who was always present during program activities. Volunteers will also be sought from schools.

A roll call vote was taken on the motion as it involved expenditure. Voting was as follows: Allen, aye; Arceneaux, aye; Bush, aye; Harris, aye; Lurie, aye; Murphy, aye; Newman, aye; Stewart, aye; Stone, aye. The motion passed unanimously.

Trustee Stone said that the Evanston West Village Association was sponsoring an event called, “Makin’ It Happen in the West Village”, on May 20-21. Hours will be Friday, 5-9:00 p.m. and Saturday, 10-4:00 p.m. The event is geared toward making the community aware of businesses and activities in the Dempster-Dodge area. There will
be music, dancing, and special offerings from the businesses. Trustee Stone encouraged library staff to have the Reading Program space open by that date so that the Library’s presence and the Reading Program could be readily visible to the community thus enhancing participation.

**Nominating Committee**

President Stewart presented the final order of business for the meeting and said that the newly revised bylaws required a new officer position, a Treasurer, for the Board. President Stewart said that it was the prerogative of the President to select members of the Nominating Committee. He named two Trustees whose second terms are expiring this year, himself and Lynette Murphy, to the Committee. He also named Trustee Harris to the committee. The work of the Committee is to propose the slate of officers for 2012. That slate will include a President, Vice President, Secretary, and Treasurer. The Committee will have its proposed slate ready to present at the May meeting, and a vote will be taken at the June meeting. Officers will assume their responsibilities at the July meeting.

President Stewart recommended that a vote be taken on this proposed committee. Trustee Bush moved to accept the proposed committee. Trustee Lurie seconded the motion. A voice vote of the Board unanimously approved the motion.

**ADJOURNMENT**

As there was no further business before the Board, President Stewart adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Diane Allen
Secretary, Library Board of Trustees

**THE NEXT LIBRARY BOARD MEETING WILL BE MAY 18TH AT 6:30 P.M. IN THE COMMUNITY MEETING ROOM OF THE MAIN LIBRARY**