MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, May 18, 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, Connie Heneghan, Beth McGuire

Parliamentarian: Joan Bundley

Presiding Member: Christopher Stewart, President

DECLARATION OF QUOROM
A quorum was present and President Stewart called the meeting to order at 6:38 p.m.

CITIZEN COMMENT
Marcia Mahoney, member of the Evanston Public Library Friends, spoke about the services being offered at the Friends’ reading station, the Mighty Twig. She also encouraged the Board to fund North Branch for the remainder of 2011.

APPROVAL OF MEETING MINUTES
President Stewart noted a minor correction in the final paragraph of page 7 regarding the Nominating committee. He reiterated that the Board President has the prerogative to name the Nominating Committee without a vote and asked that “although a vote was unnecessary” be deleted. The minutes of the regular Board Meeting of April 27, 2011 were approved as amended by a voice vote of the Trustees.

INFORMATION/COMMUNICATIONS
President Stewart stated he had received a nice note from the Hirshfield family thanking him for being a part of the annual Hirshfield Poetry Awards event on Sunday, May 1st.

ITEM FOR DISCUSSION

FY2012 Budget Process Overview
President Stewart advised that this meeting begins the FY2012 budget process. He asked Paul Gottschalk to begin that discussion. Mr. Gottschalk indicated that the staff will prepare a budget with the Board’s direction and input. He discussed background information, the schedule and the significant issues the Library will face with the change in the fiscal year coinciding with the City as well as the shift to the Library Fund model.

Mr. Gottschalk said that staff will begin the process by taking the current ten-month FY2011 budget and extrapolating what that budget would be if it reflected twelve months of operations. Staff is developing a five-year Facilities and Equipment Plan that...
will be presented at the June meeting. The plan will speak to needed capital improvements of the Library, i.e. improved lighting, carpet replacement, new capital equipment, etc. Details on the sources of Library revenue will also be discussed at the June meeting. The Board will be presented with a baseline operating budget at the July meeting which will serve as a starting point for Board consideration of the FY2012 budget. Every line item will be carefully reviewed for necessity and efficiency. He projects that there will be increased expenses due to maintenance, salaries, pensions, and insurance costs. Non-tax revenue is not expected to increase.

Mr. Gottschalk said that the decision to fund library services as a Library Fund will affect the budget. The Library must create Capital and Operating Reserve Funds that could accrue over several years in order to fund planned capital projects and to provide a reserve for day-to-day operations. Some libraries maintain 20% of projected operations in a reserve fund. Further, the Library does not yet know what the City is planning to impose as charges for services rendered to the Library under its new funding model. The planning process will bring changes in the budget, as well.

Mr. Gottschalk recommends that the Library Board adopt its budget at the August Board meeting so that it may be incorporated into the City Manager’s budget that will be presented to the City Council in October. The Library levy will go to the County along with the City’s levy in November.

Mr. Gottschalk advised that the Library must create its budget with recognition of the City’s economic position. He pointed out several important factors being faced by Evanston and most other local governments:

1. Expenses for City of Evanston are projected to increase by 4%.
2. Evanston has a lengthy, costly list of needed improvements to its infrastructure.
3. Evanston has significant general obligation debt for past capital improvements and the City is managing its debt service carefully so as not to incur negative impact on its credit rating.
4. State revenues to local governments may be reduced. It is unclear what impact that could have on state funds to the City for community services.

Trustee Newman asked why the budget needed to be ready so soon. Trustee Allen advised that this is a complex process and that the Board may need to have additional meetings in order to prepare the budget. Trustee Lurie asked if the Library could issue bonds. She was advised that only the City can issue bonds on behalf of the Library, but the Library can reserve funds for large capital projects. She also asked what the amount of City charge backs might be and was told that this was an unknown cost at present.

Trustee Newman moved that the June Board meeting start at 6:00 p.m. to allow for more public comment on budget preparations. Trustee Allen seconded the motion. Trustee Lurie moved to amend the motion. The amended motion was to start both the June and July Board meetings at 6:00 p.m. to permit longer citizen input on the budget. Trustee Stone seconded the amended motion. A voice vote on the amended motion passed unanimously.
UNFINISHED BUSINESS

North Branch Funding September 1, 2011 – December 31, 2011

President Stewart opened the topic of funding North Branch from September through the end of FY11 for discussion. The FY2011 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.

Trustee Newman felt strongly that it is a wise thing to keep the North Branch open and proposed using the refund from NSLS and funds from the Book Sale to accomplish that. M. Lurie inquired about the amount of annual Book Sale revenue to which P. Gottschalk answered approximately $65,000.

Trustee Newman moved that the Board allocate the $9,440 refund for book delivery services and $11,794 from book sales proceeds to fund the North Branch through 2011. Trustee Arceneaux seconded the motion.

Mr. Gottschalk clarified that in addition to those monies the Board would need to commit $46,832 remaining in unallocated Neighborhood Services funds in order to fund the North Branch through the end of the year. Trustee Murphy moved to amend the motion stating that the amended motion is to use $9,440 of refund dollars designated for deliveries and $11,794 from book sale proceeds plus the remaining unallocated $46,832 from the Neighborhood Services budget to fund the North Branch through 2011. Trustee Stone seconded the amended motion.

A roll call vote of the Board was taken: Allen, aye; Arceneaux, aye; Bush, aye; Harris, aye; Lurie, aye; Murphy, aye; Newman, aye; Stewart, aye; and Stone, aye. The motion passed unanimously.

COMMITTEE REPORTS

Strategic Planning Committee

Trustee Newman reported that the Planning Committee had finished gathering data and that Miriam Pollack is now analyzing and summarizing the data. There was an excellent response to the online survey about Library services, over 700 responses plus written surveys. All focus groups and interviews have been held. President Stewart said a SWOT (Strengths, Weaknesses, Opportunities, and Threats) form had been sent to Board members and he encouraged all Trustees to complete the exercise. Miriam Pollack will be invited to present her findings to the Board.

Transition Team Report

President Stewart reported that the City Manager had received the Library’s proposed Memorandum of Understanding (MOU) which restated the Library’s rights and responsibilities under State statutes and which set forth proposed terms for transition to the Library Fund model and compliance with State law. Although the City has yet to respond to the proposed MOU, President Stewart anticipates that the Board will be in a position to approve the MOU at the June meeting, perhaps after some discussion and amendment. President Stewart stated that under the proposed MOU the Library will remain a component part of the City and that the MOU is a work in progress which will evolve over time. He urged the Board to remember that the Library and the City must
continue to work together to ensure success, and he advised that the City Council will vote on the MOU.

**Evanston Public Library Friends (EPLF) Report**
Trustee Newman, as liaison to EPLF, reported that Mighty Twig events (e.g. Thomas the Tank Engine and Cinco de Mayo events) attracted a lot of people and The Mighty Twig has five Macintosh computers (4 for adults and 1 specially equipped for children's use) and an average of 146 people per day have been using the outpost. Friends have been stocking take-one book stops throughout Evanston.

**Nominating Committee Report**
Trustee Murphy presented the following slate of officers to be voted on at the June meeting:
- President – Sharon Arceneaux
- Vice President – Susan Newman
- Treasurer – Diane Allen
- Secretary – Mildred Harris

Paul Gottschalk reaffirmed that all Board members are bonded through the City.

**STAFF REPORTS**

**Library Director Report**
Director Mary Johns said the May 1st Hirshfield Poetry awards was an exceptional, standing room only event. The event was filmed.

The Evanston 150 “Night of Ideas” hosted by EPL at Main was well-attended and successful.

Staff is busy planning specifics for the WorkNet partnership and preparing the space at the Evanston Plaza for Summer Reading Stop opening June 13th. EPL and the Friends will have a presence at the West Side Festival on May 20th and 21st.

Outreach staff members are also busy visiting schools promoting both the Summer Reading Game and the Summer Reading Stop at assemblies throughout the district. Connie Heneghan spoke about the summer reading game and about its importance to children’s ongoing reading skills. Kids who don’t read over the summer break lose ground. The theme of this year’s game is “Take Flight”. Each child who reports nine hours of reading receives a gift of a paperback book, and there are also weekly prizes offered by local merchants, e.g. a coupon or small toy. The Evanston Woman’s Club and Kiwanis Club of Evanston are helping with the cost of staffing reading game locations, and volunteers are also helping staff the program. In addition to the Main Library and North Branch, the reading game will be held at the Fleetwood-Jourdain Center, the Robert Crown Center, the Mighty Twig and the Summer Reading Stop at Evanston Plaza. The teen reading game is being done online through the Loft.

**Financial Statement**
P. Gottschalk made no additional comments.
NEW BUSINESS

Fund for Excellence Allocation
Director Mary Johns said the annual Fund for Excellence campaign for collection development had raised $80,000 and formally requested the Board allocate that amount to add to our collection development budget to select materials in all formats for all ages.

Trustee Allen moved that the Board approve the Fund for Excellence allocation request in the amount of $80,000 to be used for collection development. Trustee Murphy seconded the motion.

A roll call vote was taken: Allen, aye; Arceneaux, aye; Bush, aye; Harris, aye; Lurie, aye; Murphy, aye; Newman, aye; Stewart, aye; Stone, aye. The motion passed unanimously.

Non-resident Fee
Director Mary Johns presented a report on the non-resident fee card and suggested the fee be lowered to $123 per library card.

Trustee Allen noted the non-resident fee was not a big revenue stream with 9 people purchasing an Evanston Public Library card last year.

Trustee Harris motioned to decrease the non-resident fee to $123 based on the State formula. The motion carried unanimously.

Appointment of Board Liaison to EPL Policy Review Committee
President Stewart presented the final order of business for the meeting and said that in addition to approving new bylaws this year, a staff committee is currently reviewing the policies of the Library. The committee requires a Board Liaison. Trustee Stone volunteered for the position.

ADJOURNMENT

As there was no further business before the Board, President Stewart adjourned the meeting at 8:36 p.m.

Respectfully Submitted,

Diane Allen
Secretary, Library Board of Trustees

THE NEXT LIBRARY BOARD MEETING WILL BE JUNE 15TH AT 6:00 P.M. IN THE COMMUNITY MEETING ROOM OF THE MAIN LIBRARY