MEETING MINUTES  
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES  
Wednesday, June 15, 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, Susan Newman, Christopher Stewart, Susan Stone

Members Absent: Lynette Murphy

Staff Present: Mary Johns, Connie Heneghan, Paul Gottschalk

Presiding Member: Christopher Stewart, President

DECLARATION OF QUORUM
A quorum was present and President Stewart called the meeting to order at 6:30 p.m.

CITIZEN COMMENT
Ellen Newcomer, President of Evanston Public Library Friends (EPLF), read a letter exhorting the Board to levy a budget amount that supports the group’s goal of three branches in Evanston. The letter also requested an opportunity for the group’s input concerning the 2012 budget and an opportunity to review the proposed Memorandum of Understanding (MOU) that is being contemplated as a document between the City and the Library Board outlining the process of transitioning to Library Fund status.

Lori Keenan expressed concern about how the City of Evanston spends money on various marketing projects and development studies but will not adequately support the Library system. Ms. Keenan urged the Board to include in its levy enough funding to create additional branches in Evanston.

Jim Hughes provided a handout to the Board summarizing usage of the Evanston Library system. Mr. Hughes’s suggested that usage was down 6% in 2010 due to reduction of branch hours and closure of the South Branch. Mr. Hughes recommended increasing the Library budget to restore and to expand neighborhood services

APPROVAL OF MEETING MINUTES
Secretary Allen pointed out a typographical error in the draft minutes of the May meeting. The Library Director recommended that the non-resident card fee be reduced (not increased) from $125 to $123 per card. The motion reflected this correctly. The Minutes of the regular Board Meeting of May 18, 2011 were approved as amended by a voice vote of the Trustees.

INFORMATION/COMMUNICATIONS
None.
ITEMS FOR DISCUSSION

FY2012 Budget Process Update and Capital Projects

The next agenda item began discussion of the 2012 Library budget process and focused on Capital Improvement Projects.

In the Board packet, Mr. Gottschalk provided a memorandum concerning future capital improvements planning. Copies of this memorandum were made available to the public at the meeting. Considerable discussion of the memorandum ensued.

An introductory section of the memorandum explained that in the past Library-related capital projects were funded through the City’s Capital Improvement Fund with most of the City’s capital projects being funded by General Obligation (GO) bonds. Debt service on those bonds is paid from property taxes which are then apportioned to the City’s debt service fund.

There is significant City debt remaining on several Library-related projects:
1) Construction of the Main Library building; debt is scheduled to be retired by 2027;
2) Replacement of Library chillers; debt scheduled to be retired by 2029; and
3) Renovation of the Youth Services area; outstanding debt amount and debt retirement date were unavailable from the City at this time.

The debt service on these three completed projects will continue to be collected by the City from property taxes and those monies will be apportioned to the appropriate debt service fund. These completed projects will have no impact on the Library budget or on the overall levy.

Mr. Gottschalk’s memorandum identified a number of potential capital projects to be considered over the next five years:
1) Replacement of the ground fault interrupt system and electrical switchgear maintenance
2) Evaluation and repairs to the main library roof and masonry due to leaks and deterioration
3) Interior renovations at the main library to meet customer service needs
4) Purchase of radio frequency identification (RFID) technology for staff efficiencies and collection management.
5) Lighting retrofit at the main library
6) Retrofit of the main library fire alarm system
7) Renovation of the North Branch

Mr. Gottschalk’s memorandum provided expanded description of these projects and some estimated costs. That estimate, which does not include costs for the roof/masonry repairs due to the as yet unknown extent of that work and excluding the renovation costs at North Branch, total approximately $1.4 million over a five-year period. The necessity, timing and approval of these projects will be considered by the Board in the near future.
Mr. Gottschalk provided a second memorandum outlining Library Revenue. The Library has two major sources of revenue: 1) The appropriation from the City includes property taxes, fines and fees, state per capita grants, personal property replacement tax, and rental income for a total of $4,214,554 in fiscal year 2010-2011; 2) Additional income from Library Development sources includes Fund for Excellence monies, book sales, grants, and other development income. This additional revenue added $242,417 during the same period. Transfers from the endowment represent another source of limited additional money. The total Library income for fiscal year 2010-2011 was $4,456,971.

It was expressly pointed out that future capital improvement projects undertaken on behalf of the Library cannot rely on City funding through GO bonds. Future capital improvement projects will require long-term planning and budgeting by the Library Board.

Several Trustees asked what Evanston’s per capita revenue for library services is compared to similar communities and a comparison of the per capita Library levy in those same communities.

<table>
<thead>
<tr>
<th>Library</th>
<th>Per Capita Revenue</th>
<th>Per Capita Levy</th>
<th>Levy as % of Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evanston</td>
<td>$57.64</td>
<td>$50.72</td>
<td>88.0%</td>
</tr>
<tr>
<td>Champaign</td>
<td>$96.72</td>
<td>$90.88</td>
<td>94.0%</td>
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<tr>
<td>Des Plaines</td>
<td>$119.36</td>
<td>$108.31</td>
<td>90.7%</td>
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<td>Arlington Heights</td>
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<td>$169.66</td>
<td>96.5%</td>
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<tr>
<td>Skokie</td>
<td>$207.00</td>
<td>$194.45</td>
<td>93.9%</td>
</tr>
<tr>
<td>Northbrook</td>
<td>$211.47</td>
<td>$189.44</td>
<td>89.6%</td>
</tr>
</tbody>
</table>

UNFINISHED BUSINESS
None

COMMITTEE REPORTS

Strategic Planning Committee
Trustee Newman reported that the Planning Committee continued to analyze information and that there will be two more meetings of the Committee within the next two weeks to begin drafting the plan. A draft report will be ready for consideration by the Board in the near future.

Transition Team Report
President Stewart and Trustee Allen reported that a draft Memorandum of Understanding (MOU) had been sent to the City Manager. The purpose of the MOU is to outline steps in the Library’s transition to full compliance with the Illinois Local Library Act. The most significant matters covered in the draft MOU include discussion of the Library’s intent to adopt its own Budget and Appropriation Ordinance and Levy Ordinance for fiscal year 2012, funding of the library during the transition process, handling of debt service for past and future capital improvement projects, real estate and personal property management, personnel-related matters and the term of the MOU.
Trustee Stewart, Trustee Allen and the Library’s attorney Britt Isaly met with the City Manager to discuss the City Manager’s response to the draft MOU. No general agreement was reached and discussions continue.

Evanston Public Library Friends (EPLF) Report
Trustee Newman, liaison to EPLF, had no report.

STAFF REPORTS
Library Director Report
Director Mary Johns reported that the Summer Reading Program is fully underway with a total of 1,555 participants.

Director Johns invited everyone to the upcoming opening of the Illinois workNet Center at the Main Library. This is scheduled for Thursday, June 23, at 9:15 a.m. The Mayor and Senator Jeff Schoenberg will attend.

Banding of the peregrine falcon chicks was successful and well-attended.

Financial Statement
P. Gottschalk made no additional comments.

NEW BUSINESS
Election of Officers
President Stewart asked for any changes to the slate of Officers presented at the May Board meeting. As there were no changes, the slate remains:

President - Trustee Sharon Arceneaux
Vice President—Trustee Susan Newman
Secretary—Trustee Mildred Harris
Treasurer—Trustee Diane Allen

Trustee Bush moved to accept the slate. Trustee Lurie seconded the motion. A unanimous vote of the Board passed the motion (Trustee Stone was absent for the vote). The term of office for these positions is July 1, 2011 through June 30, 2012.

Appointment of Fund for Excellence (FFE) Chair
President Stewart appointed Trustee Margaret Lurie as the Chair of the FFE Committee. Trustee Lurie accepted the appointment.

Discussion of Process for Annual Performance Evaluation of Library Director
Trustee Newman agreed to oversee annual evaluation of the Library Director consistent with the process used by the City.

Resignation of Board President
Board President Christopher Stewart announced his resignation from the Board citing professional and personal reasons. His resignation was effective immediately. Vice President Newman will serve as Acting President until July 1, 2011.
ADJOURNMENT
Trustee Newman moved to adjourn the meeting. Trustee Harris seconded the motion. The Board unanimously approved the motion. The meeting was adjourned at 8:43 p.m.

Respectfully Submitted,

Diane Allen
Secretary, Library Board of Trustees

THE NEXT LIBRARY BOARD MEETING WILL BE JULY 20TH AT 6:00 P.M. IN THE COMMUNITY MEETING ROOM OF THE MAIN LIBRARY