MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, July 20, 2011
6:00 PM
Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

Members Present: Diane Allen, Sharon Arceneaux, Gail Bush, Margaret Lurie, Lynette Murphy, Susan Newman, Benjamin Schapiro, Susan Stone

Members Absent: Mildred Harris

Staff Present: Lesley Williams, Connie Heneghan, Paul Gottschalk, Beth McGuire

Presiding Member: Sharon Arceneaux, President

DECLARATION OF QUORUM
A quorum was present and President Arceneaux called the meeting to order at 6:10 p.m.

OATH OF OFFICE
President Arceneaux gave Benjamin Schapiro his oath of office as a Library Trustee.

CITIZEN COMMENT
Citizens spoke in favor of: 1) maintaining North Branch and expanding branch services to the west side; and 2) focusing funds and other resources on the Main Library instead of branches. Two Library volunteers requested that the EPL Friends change the name for their organization to reflect the clear distinction between themselves and the Evanston Public Library.

APPROVAL OF MEETING MINUTES
Trustee Stone stated that she was absent from the room when the vote was taken for new officers at the June meeting, therefore the vote was not unanimous. Vice President Newman pointed out a typographical error in the draft minutes. The Minutes of the regular Board Meeting of June 15, 2011 were approved as amended by a voice vote.

REVISED AGENDA
Vice President Newman proposed two changes to the agenda: 1) the executive session will not be needed; and 2) the discussion of the Memorandum of Understanding between the Evanston Public Library and the City of Evanston would be held before the discussion of the proposed FY2012 Budget. As there were no objections, these items were changed on the evening’s agenda.

INFORMATION/COMMUNICATIONS
Vice President Newman introduced and welcomed Acting Director Lesley Williams. Williams has been the Head of Adult Services since 2008.
ITEMS FOR DISCUSSION
Report on Outreach Activities
Director Williams reported on the scope of outreach work done throughout the community by staff as part of their regular duties. She thanked Nancy Kim Phillips, a library school student, for her help in researching and producing the report.

Williams described the Library’s “community connections” that include: 1) library programs and services offered in the community; 2) partnerships with community organizations to bring their services into the Library; 3) collaborations with community organizations offered both inside and outside the Library; and 4) general promotion and information sharing with community organizations.

Twenty-nine staff members are involved with 130 organizations or programs in Evanston. 63% of the organizations are non-profit or educational.

Trustee Schapiro asked why there had been a 2% decrease in circulation in June, traditionally a busy month for public libraries. Williams will investigate and report at a future meeting.

UNFINISHED BUSINESS
Discussion and Vote on Memorandum of Understanding between the Evanston Public Library and the City of Evanston
Treasurer Allen reminded the Board that the Memorandum of Understanding (MOU) and implementation of the Library Fund is a work in progress. The Mayor and the City Manager met with Vice President Newman and Treasurer Allen on Monday, July 18th to further discussions.

The City Manager proposed several changes to the Board’s original draft of the MOU:

1. Deletion of language that provided for transfer to the Library of a proportionate share of the General Fund reserve.

2. The City would retain ownership and maintenance of real and personal property dedicated to Library services.

3. The City Manager would appoint and supervise the Library Director and library staff.

Treasurer Allen stated that the appointment of the Library Director was the most important language in the document and the Board needs to be the responsible party for hiring the Director. Allen stressed that the Library would follow the City’s Personnel policies.

Allen said that the Board must work cooperatively with the City during the transition.

Trustee Lurie moved to approve the Memorandum of Understanding as presented in the Board packet. Trustee Bush seconded the motion.
Trustee Bush moved to amend Article II Section I to restore the City’s proposed language that the City, not the Library, will: “own and maintain all real and personal property occupied and/or used by the Library as of the date of this agreement. The Library shall not sell or change use from Library purpose any real property without consent of the Evanston City Council.” Trustee Lurie accepted the amendment and it passed unanimously.

Trustee Stone moved to amend Article IV Section 1 of the revised draft to read: "The Board shall appoint, employ and direct the Library Director in consultation with the City Manager." Trustee Schapiro seconded the motion. After discussion, Trustee Stone withdrew the amendment; however, Trustee Schapiro did not agree to withdraw the amendment, and it went to a vote. The roll call vote was as follows: In favor – Trustees Bush, Newman, and Schapiro; Opposed – Trustees Arceneaux, Allen, Stone, Murphy and Lurie. The motion to amend did not carry.

Trustee Murphy asked about Article IV section 4, regarding the Library Board considering but not being subject to spending and hiring freezes. After discussion, Vice President Newman moved to remove article IV section 4 from the MOU. President Arceneaux seconded. The motion passed unanimously.

The July 18th MOU as amended was approved unanimously.

**Discussion of the FY2012 Budget Planning**

Paul Gottschalk described the FY2012 budget planning process to date. The estimated budget set forth in the Board packet does not represent a recommended or proposed budget. It simply reflects the following assumptions: current hours and services would remain unchanged; there is an estimated 4 percent increase in expenses across the board; and the Board should create a capital improvements reserve and an operating reserve as it moves to the Library Fund model.

Treasurer Allen explained that the format used to present the fiscal year 2011 budget (modified to reflect what that budget would have been for a full twelve-month year) and the estimated fiscal year 2012 budget was for ease of comparison, so that Trustees and the public could better identify the differences between the two budgets. Trustee Allen stressed that no recommendations are being made at this meeting. The purpose of the evening’s budget discussion was to provide the Board with information to begin considerations over the coming weeks.

Treasurer Allen reviewed the expenses and revenue sources for the 2011 budget emphasizing that the majority of expenses relate to salaries and benefits and that Library Development income has been moved into the 2012 operating budget.

Trustee Schapiro asked for further breakdown of expenditures from all areas of the budget. Paul Gottschalk will provide this at a future meeting.

Trustee Lurie asked about the difference between the development funds for collections and departmental collection monies. Gottschalk explained that the development funds for the collections represent transfers from the Endowment, donations to the Fund for Excellence campaign and proceeds from book sales at the Main Library.
Gottschalk said that the City's budget kickoff process has not begun, but all indications are that the City Manager is asking all city departments to hold spending flat and to identify possible reductions.

Trustee Schapiro suggested that the Board have the budget ready prior to the September 28th Board meeting and that multiple meetings would be necessary in August. Treasurer Allen agreed and moved that the Board have meetings on August 17th and on August 31st at 6 pm to focus on the budget. Trustee Schapiro seconded the motion, and the motion passed unanimously.

**COMMITTEE REPORTS**

**Strategic Planning Committee**
Trustee Bush reported that the Planning Committee has compiled data, focus group reports, stakeholder interview notes, and survey results. This information is being organized for the Board's consideration and will be made available in the near future.

**Evanston Public Library Friends (EPLF) Report**
Trustee Newman, liaison to EPLF, asked Marcia Mahoney to give a short report. Ms. Mahoney reported that The Mighty Twig reading outpost represents an experiment in community-based services staffed by volunteers, and it has been well-received in the neighborhood. EPLF believes that this experiment can provide some excellent insights into alternate ways to provide library services throughout the community.

**STAFF REPORTS**

**Library Director Report**
Acting Director Williams reported that staff had started interviewing for an administrative assistant position. This part-time position will focus on marketing, communications, development and administrative support.

The Illinois workNet Employment Center has opened and over 100 people came to the kickoff.

The Summer Reading Game has been very successful with over 2,800 participants. This is well ahead of the total number of participants who played last year.

Trustee Murphy gave kudos to the staff for taking the institution of the Library out into the community.

**Financial Statement**
Gottschalk made no additional comments.

**NEW BUSINESS**

**Resolution Authorizing Lesley Williams as a Signer on Library Accounts**
Vice President Newman moved, President Arceneaux seconded,

The Evanston Public Library Board of Trustees authorizes Lesley Williams to replace Mary Johns as a signatory on the Library’s Gift Fund, Petty Cash Imprest and Endowment accounts.
The motion was approved unanimously.

Resolution in Honor of Christopher Stewart
Trustee Stone read the resolution thanking former President Stewart for his service.

ADJOURNMENT
The meeting was adjourned at 9:31 p.m.

Respectfully Submitted,

Diane Allen, Treasurer,
for Mildred Harris, Secretary
Evanston Public Library Board of Trustees

THE NEXT LIBRARY BOARD MEETING WILL BE AUGUST 17th AT 6:00 P.M. IN THE COMMUNITY MEETING ROOM OF THE MAIN LIBRARY