CALL TO ORDER/DECLARATION OF QUORUM
A quorum was present and President Arceneaux called the meeting to order at 6:30 p.m. President Arceneaux changed the order of business so that City Manager Wally Bobkiewicz could first address the Board with citizen comment to follow thereafter.

CITY MANAGER BUDGET AND GOVERNANCE PROPOSAL
City Manager Bobkiewicz thanked the Board for their time and distributed a memorandum regarding Library budget and governance matters.

He outlined a Library transition proposal and asked for the Board’s support so that he could present the following proposals to the City Council:

1. Amendment to the proposed FY2012 budget removing $75,800 rent for the North Branch and $20,000 for city overhead. The Library budget would increase $140,000 from the City’s proposed FY2012 base budget to reflect the budget adopted by the Library Board. Funds for the FY2012 Library budget would come from the City’s General Fund tax levy and not a separate Library Fund tax levy.
2. A Library Fund would be established by City Council effective January 1, 2012 and all Library revenue and expense would be budgeted in the Library Fund.
3. At its Tuesday November 15, 2011 meeting, the City Manager will ask the City Council to support actions to implement points 1 and 2 above as well as ask the City Council to agree to a motion that would commit them to consider an ordinance no later than February 27, 2012 that would amend the Evanston City Code to:

   A. transfer authority for the appointment of the Library Director from the City Manager to the Library Board of Trustees;
B. recognize the ability of the Library Board to set the Library’s annual budget and assess a levy for Library operations beginning in FY2013.

4. After action on point 3, the City Council will be asked to form a subcommittee with the City Manager, the new Library Director and members of the Library Board of Trustees to meet to consider other operational issues to further transition to the new Library operations model. This subcommittee would report its findings to the City Council and Library Board no later than May 31, 2012. These issues will include:
   A. appropriate charges for City property and services to be charged by the City to the Library Fund for FY2013 and beyond;
   B. appropriate cost allocation of previous Library capital improvement debt and creation of Library Debt Service Fund;
   C. consideration of temporary loan in FY2013 from the City to the Library Fund to cover cash shortfalls caused by timing of tax payments;
   D. consideration of transfer from City to Library Fund of some amount for Library Operating Reserve;
   E. additional amendments to the Evanston City Code which may be necessary for Library governance.

The City Manager stated that this proposal is a complete package. If the Board is in agreement, he would take it to the City Council, and if the Council is in agreement, they can finish the budget. He remarked that many people in Evanston need more time to fully understand the changes and what moving to a Library Fund model will mean to Evanston. The City Manager stated he is trying to change the conversation and focus on moving the Library forward with this set of initiatives.

Vice-President Newman thanked the City Manager for putting the proposal in writing and thought it made significant progress.

City Manager Bobkiewicz reminded the Board that the Library had been operating in a certain way for 50 years and this proposal is prudent transitional path. The City is making the necessary money available during the transition. Community members and council members have stated the new levy should include all costs and everyone should understand what that financial model is including who is paying for what.

Trustee Lurie asked for clarification about the Library Director’s accountability. City Manager Bobkiewicz responded the City is moving to the Library model where the Director will report to the Library Board. The Council will need to approve this change in the City Code.

Treasurer Allen thanked the City Manager for attending the meeting and clarifying his position. She applauded his support and mentioned her only concern is regarding the search for a new Director and the timing of the change in City Code. Given the Council schedule, he suggested the Board tell the recruiter the Director reports to the Library Board. Until the City Code is changed, the City Manager and Board will do it collaboratively.
President Arceneaux thanked City Manager Bobkiewicz for sharing this transition proposal.

CITIZEN COMMENT
Following the City Manager’s presentation, citizens spoke about:
1. Opposing the proposed rent for North Branch.
2. Commending the Board for its hard work and the decision to hire a community engagement librarian and exhorting the Board to adopt a plan of growth to expand library services throughout Evanston in a constructive and responsible manner.
3. The hard work and creativity that went into the City Manager’s transition proposal.
4. The Evanston 150 idea of expanding library services throughout Evanston.
5. The importance of libraries in the educational system and the role of the modern library in society and urged the Board to consider the impact on the whole educational system.

Citizens who addressed these issues included Jim Hughes, Kevin O’Connor, Todd Ruppenthal, Jeff Smith, Lori Keenan, Paula Twilling, and Marcia Mahoney.

STAFF REPORTS
The presentation on “Mission Impossible” and MyMediaMall by Karen Hansen was postponed until the next meeting.

Trustee Schapiro inquired as to why the approval of the minutes was not on the agenda. Secretary Tannen stated the October minutes would be prepared for the next meeting. Trustee Schapiro asked if the meeting was being recorded to which Paul Gottschalk replied no. Secretary Tannen and Paul Gottschalk stated they each of them took copious, often verbatim, notes of Board meetings. Trustee Schapiro recommended the Board record all meetings so that a verbatim transcript is preserved.

President Arceneaux requested the Board discuss the City Manager’s transition proposal.

ITEMS FOR DISCUSSION
Budget and Governance Discussion with the City Manager

Trustee Schapiro pointed out the Board needed to deal with Item 7A (amendment of the FY2012 budget) on the agenda.

Secretary Tannen stated he was very encouraged by the City Manager’s proposal, but his understanding was the Board would be submitting a levy request to the City Council and that the City Manager’s proposal appeared to be a change in the schedule that the Board had been following to move to implement the fund model. He inquired if the proposal was something the Board needed to vote on since the City Manager’s proposal could be contingent on the City Council’s vote. Secretary Tannen also asked the City Manager about recent comments made by an alderman that the City Council put a referendum on the ballot in the near future to convert the library to a district and that the City Manager and the Law Department had previously concluded that this was not provided for in the library statute. The City Manager said his goal was to take the library conversation in a new direction.
Treasurer Allen stated she understands Trustee Tannen’s concern that this is something the Board is seeing for the first time. She said that nothing is new or out of left field and the proposal considers more issues, including the addition of a subcommittee to help the Council and Board carefully address the issues. She endorsed the proposal as a way to move forward. Treasurer Allen stated this is a process that will take some time.

Trustee Schapiro thanked the City Manager for the proposal and thinks it’s a very good plan. The Library is effectively still part of city government but he did not think EPL could levy the Library Fund line item yet. He stated he is looking forward to working with the City Council in a collaborative manner.

Trustee Stone asked for clarification about the Library Fund status. Treasurer Allen stated the Board had previously voted to become a Library Fund but it will not be formalized until negotiations are finalized.

President Arceneaux asked if there were any objections to approving the proposal and that the City Manager present his proposal to the City Council. As there were none, the Board accepted the proposal. She thanked City Manager Bobkiewicz and asked him to present the proposal to the City Council.

BOARD REPORTS
Evanston Public Library Friends Report
Vice-President Newman reported she attended the Library Friends gala at the Mighty Twig along with over 200 other attendees. The Friends are well on their way to raising the necessary funds to keep the Twig open through 2012. She stated she saw enormous opportunities to coordinate and cooperate with the Friends in the future and encouraged the Board to visit the Twig.

ITEMS FOR DISCUSSION
Qualities and Attributes of the next Library Director
Director Dziedzic reminded the Board they will meet with the library director search firm led by Paula Singer in early December. Prior to that meeting, the Board needs to identify the attributes and qualities they desire in the next Director.

She asked the Board to look over the list of qualities they previously submitted, add new ones and then prioritize the qualities/attributes. Director Dziedzic suggested the Board think about the issue of collaboration and asked if the Director needed to have all of the qualities listed or if he/she could collaborate with staff to get the qualities as a whole. She stated this exercise was a way to develop priorities and get the Board thinking about it and hoped the advertisement would stimulate even more ideas. Each Board member had three votes to select the qualities/attributes from the full list that they find most important in a director. The results were:

Six Votes (total)
- A strong affinity and passion for connecting the Library with all ethnicities and underserved populations in Evanston and able to work with a diverse community
Five Votes
- Proven ability to effectively lead staff and promote a collaborative atmosphere

Three Votes
- Politically savvy and comfortable operating in a political atmosphere
- Enthusiastic and experienced at doing neighborhood outreach
- Strong ethical standards
- Innovative outreach and programming
- Creative service delivery

One Vote
- Knowledge about new technology and how to incorporate it into the Library
- Common sense
- Intellectual strength: Evanston is a community of highly educated citizens. This quality may be demonstrated by educational background and by any teaching experience
- Ability to navigate in a political environment
- Ability to work productively in a community that is highly engaged in civic affairs
- Membership or activity (speaking, writing) in community organizations

Additional Desired Attributes
- Down to earth; has a human touch
- Openness to others’ opinions
- Grant writing and fundraising
- Active in professional associations
- Embrace the Digital Age and be enthusiastic and knowledgeable about using technology to make the Library more compatible with the new technology

Director Dziedzic thanked the Board for completing the exercise. She stated the staff had taken part in the same exercise on the October 14th staff development half day. The staff comments were not shared before the Board exercise to minimize bias, but she saw plenty of common ground between the two. Although perceptions of a director differ, there was good overlap between the Staff and the Board. Director Dziedzic said she would share the staff results with the Board and vice versa.

UNFINISHED BUSINESS
Amendment of the FY2012 Budget
Treasurer Allen moved that the Board remove the $20,000 charge back for city overhead from the budget. The motion was seconded by Trustee Schapiro and was approved unanimously.

Approval of Resolution for Budget and Annual Tax Levy
Treasurer Allen motioned that the Board postpone the budget resolution and annual tax levy until the December 1st, 2011 meeting. Trustee Schapiro seconded. The motion was approved unanimously.
NEW BUSINESS

Approval of the 2012 Library Closing Schedule
Paul Gottschalk presented the Library closing schedule for 2012. He stated it was the typical schedule based on the union contract and the traditional holiday schedule. The schedule includes two half-day staff development days, one in March and one in October.

Trustee Schapiro moved that the Board approve the 2012 Library Closing Schedule. President Arceneaux seconded and the motion was approved unanimously.

Proposal to Name the Lobby Book Sale Area
Paul Gottschalk reviewed the Board policy regarding naming opportunities at the Library and said Beth McGuire was approached about a month ago by the brother of Sabina Flanagan, a booksale volunteer who recently passed away. The staff and prospective donor agreed on the Lobby Booksale area as the best space to name in honor of Ms. Flanagan. In consideration of the naming opportunity, a gift of $30,000 would be added to the Library’s endowment and the income will be used for collection development in perpetuity.

Secretary Tannen motioned that the Board approve the booksale area be named in honor of Sabina Flanagan. Vice-President Newman seconded the motion.

Trustee Schapiro suggested staff print a list of the plaques that are in the building for named spaces and thanked Beth McGuire for her part in the most recent donation.

Paul Gottschalk stated Beth McGuire had also updated the website donation pages to give donors more ways to give to the Library, including a page discussing planned giving. A prospective donor saw the page and approached Paul to inquire about adding the Library as a beneficiary to her will.

The motion passed unanimously.

Appointment of Committee to Review Legal Services
President Arceneaux appointed Trustee Schapiro and Secretary Tannen to the Committee to review legal services. The committee will review the Board’s current situation and solicit firms for a 3-year contract with an option for renewal.

Resolution in Honor of Susan Stone
Trustee Arceneaux read the resolution in honor of Trustee Susan Stone, thanking her for her service on the Board.

Trustee Stone stated it had been an honor serving on the Board thanked Paul Gottschalk for his amazing work as a real attribute to the Evanston Public Library. She also read a poem about her long tenure on the Board.

ADJOURNMENT
The meeting was adjourned at 8:06 p.m.
Respectfully Submitted,

Michael Tannen, Secretary
Evanston Public Library Board of Trustees

THE NEXT LIBRARY BOARD MEETING WILL BE THURSDAY, DECEMBER 1\textsuperscript{st} AT 6:30 P.M. IN THE BARBARA FRIEDBERG ROOM OF THE MAIN LIBRARY