



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

Wednesday, May 23, 2012  
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

Members Present: Diane Allen, Sergio de los Reyes, Margaret Lurie, Susan Newman, Benjamin Schapiro, Leora Siegel, Sandra Smith, Michael Tannen

Members Absent: None

Staff Present: Karen Danczak Lyons, Beth McGuire, Marianthi Thanopoulos, Paul Gottschalk

Presiding Member: Susan Newman, Vice-President

**CALL TO ORDER/DECLARATION OF QUORUM**

A quorum was present and Vice-President Newman called the meeting to order at 6:35 p.m.

**CITIZEN COMMENT**

There was no citizen comment.

**APPROVAL OF MEETING MINUTES**

The minutes of the meeting on April 18, 2012 were approved. The North Branch/Summer Reading Game presentation made by Connie Heneghan will be included in the minutes.

Vice-President Newman recommended that the agenda item on the establishment of an endowment fund in memory of Sharon Arceneaux be the next agenda item. Moved by Diane Allen, second by Sergio de los Reyes; approved unanimously.

Vice-President Newman led a moment of silence in memory of Board President Sharon Arceneaux.

**Establishing an Endowment Fund in memory of Sharon Arceneaux**

Motion by Diane Allen, second by Benjamin Schapiro: Move approval of the establishment of the Sharon L. Arceneaux Memorial Fund in the Endowment for the Evanston Public Library with \$10,000 of Book Sale funds. Approved unanimously.

**INFORMATION/COMMUNICATIONS**

**Update on Evanston 150 “The More You Know” Idea**

Leora Siegel said that the Evanston150 working group titled, “The More You Know” is supportive of the Library applying for an Institute of Museum and Library Services (IMLS)

grant for the planning and design of a digital learning lab. The group will write a letter of support if that would be helpful. Paul Gottschalk said that the IMLS grant would support the creation of a digital media lab, one of the major objectives of the Library's strategic plan. The Learning Lab will be a significant commitment of human and financial resources for years to come. The learning lab project will be discussed at the June Board meeting.

Benjamin Schapiro said that the group has three more meetings and will be completing their recommendations soon. The group is discussing the possibilities and challenges of Wi-Fi services for all Evanston households. Trustee Siegel said the group will make a presentation at the June Board meeting.

### **LIBRARY DIRECTOR'S REPORT**

Karen Danczak Lyons introduced the concepts of 21<sup>st</sup> Century Literacy Skills as developed by IMLS. Libraries are evolving to build on current strengths and embrace new approaches to engage people in developing skills vital to success in a global marketplace. These skills include:

- Critical thinking and problem solving
- Creativity and innovation
- Scientific and numerical literacy
- Communication and collaboration

Public libraries have traditionally been centers for life-long learning and all people today spend the majority of their time learning outside of formal classrooms. The Library can be the third place (after home and school) where people come together to share and work together.

Director Lyons led the Board through a self-assessment analyzing the Board's perception of the Library's implementation of 21<sup>st</sup> century learning initiatives.

### **STAFF REPORTS**

#### **Administrative Services and Financial Reports**

Paul Gottschalk acknowledged the exceptional work of Beth McGuire as a member of the Administrative team for the past seven years. Beth and her family are moving to Massachusetts. As chair of the Fund for Excellence Campaign, Margaret Lurie expressed gratitude for Beth's organizational skill and hard work.

Trustee Schapiro asked about the low level of meeting room revenue. The meeting room revenue budget was based on actual receipts. Income varies throughout the year and higher usage for library programs may account for lower rental revenue.

Trustee Tannen asked about North Branch collection expenditures. Gottschalk explained that it was operationally more efficient to charge invoices for North Branch materials to the Main Library accounts. All funds budgeted for North Branch materials will be spent on branch collections.

### **BOARD REPORTS**

#### **Nominating Committee Report**

As chair of the Nominating Committee, Margaret Lurie announced the following slate of officers: Benjamin Schapiro – President; Margaret Lurie – Vice-President; Leora Siegel – Treasurer; Michael Tannen – Secretary. The election is scheduled for the June meeting and officers will assume their positions on July 1<sup>st</sup>.

**Appointments to the Joint Committee on Library Governance**

Vice-President Susan Newman appointed Diane Allen and Michael Tannen to the Joint Committee on Library Governance.

**Appointments to the Finance Committee**

Vice-President Newman appointed Leora Siegel, Diane Allen and herself to the Library's Finance Committee. The Treasurer serves as chair.

**UNFINISHED BUSINESS**

**Revision of Services Policy**

Susan Newman introduced the Services Policy as revised by the Management Committee. Sergio de los Reyes asked why the sections on community outreach services and branch services were included as he thought this language was descriptive and not a policy matter. Leora Siegel said it was an update of the existing policy. Diane Allen suggested that it be sent back to committee to be re-written in a policy format. Karen Danczak Lyons suggested that staff will draft alternative language for consideration.

**NEW BUSINESS**

**Review of Memorandum of Understanding on Governance Transition**

Susan Newman reminded the Board that an MOU was adopted in July 2012.

Karen Danczak Lyons informed the Board that the new self-check machine in Youth Services is very popular.

Michael Tannen urged Board members to visit the Summer Reading Stop.

Diane Allen urged board members to volunteer at the next book sale.

**Adjournment**

Vice-President Newman adjourned the regular meeting at 8:20 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary