

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

Wednesday, September 19, 2012
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

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

Members Absent: Sandra Smith

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:31 pm.

APPROVAL OF MEETING MINUTES

Motion by Susan Newman, seconded by Sergio de los Reyes – approval of the minutes of the July 18, 2012 Regular Board Meeting – passed unanimously

Motion by Leora Siegel, seconded by Diane Allen – approval of the minutes of the August 1, 2012 Special Board Meeting – passed unanimously

Motion by Sergio de los Reyes, seconded by Margaret Lurie – approval of the minutes of the August 15, 2012 Regular Board Meeting – passed unanimously

At the request of Michael Tannen, approval of the minutes of the August 29, 2012 Special Board meeting will be held until the October meeting.

CITIZEN COMMENT

Evanston Public Library Friends President Marcia Mahoney expressed her strong support for having the Library assume operational control of the Mighty Twig and take responsibility for offering library services in neighborhoods. She recommends that the Board approve Option C of the Library Director's proposed options for the future of the Chicago/Main location.

Benjamin Schapiro read a letter from 3rd Ward Alderman Melissa Wynne in support of the continued operation of the Chicago/Main Library.

INFORMATION/COMMUNICATIONS -- None

LIBRARY DIRECTOR'S REPORT

Karen Danczak Lyons, EPL Director, reported on recent events and accomplishments:

- Addressed 2nd Ward Alderman Peter Braithwaite's meeting and shared community survey. Trustees Schapiro, Smith, and Tannen attended this meeting.
- Staff issued 100 library cards to new international graduate students as they were welcomed to Northwestern University.
- Staff presented highlights from our summer youth programs at the City Council meeting last evening.
- The Library will be represented for the first time at the Wildcat Welcome on Friday to acquaint Northwestern parents with the many resources available for free at the Evanston Public Library.
- Presented maps of the locations of blocked library cards in response for request for information at a prior board meeting. Cards blocked since 2003 were mapped, showing blocked card concentrations in some areas, but generally discernible geographic concentration (maps attached). Trustee Siegel asked if there is there any interest in offering forgiveness/amnesty? It has been considered.
- Presented maps displaying census data of Evanston residents' distribution geographically: 0 – 5 years of age; 5 – 17 years of age and 65 and older.

STAFF REPORTS

Administrative Services and Financial Reports (Paul Gottschalk) – The Library is actively recruiting and interviewing for several vacancies, including the Latino Outreach Assistant and Community Engagement Librarian.

BOARD REPORTS

Joint Committee on Library Governance (Karen Danczak Lyons) – the committee held its first meeting and will meet again in early October.

Facilities Committee (Sergio de los Reyes) – the committee held two meetings. Immediate matters include an investigation of radiators, the renovation of air supply fans and planning for the digital learning lab. The committee looked at North Branch renovation needs, and put them on hold until agreement on future neighborhood library decisions.

Development Committee (Margaret Lurie) – the committee (formerly called "Relations" committee) has the role of augmenting the Fund for Excellence (FFE) with grants, relationships with businesses, sponsorships and other partnerships and in-kind donations. Committee would like to ensure that all trustees participate in FFE – in terms

of donating, and giving names so EPL can say that the entire board is supporting.

Finance Committee (Leora Siegel) – the committee met to review and discuss the budget options presented in the board packets.

UNFINISHED BUSINESS

Discussion of Options and Approval of a Chicago Ave/Main St Library Plan (Karen Danczak Lyons)

Director Lyons' presentation of the proposed 2013 budget was accompanied by a powerpoint presentation which is attached to the minutes as an exhibit.

Director Lyons first emphasized that the proposed 2013 budget does not include any increase in the property tax levy. Rather, in 2013, EPL will rely upon fines, fees, fundraising and grants to support its budget proposal.

Director Lyons framed her budget presentation with several introductory remarks:

- EPL's transition to the Library Fund model of governance will continue in 2013. EPL will dedicate time gathering community input, continuing to analyze data, and reviewing the outcomes of EPL's programs and services. EPL will work to identify cost centers and report on its progress throughout the year – cost centers may be physical locations or programs/services provided. Quantifying results will also be a priority.
- Identification of barriers to service and opportunities for partnering with other agencies (such as providing library service at the renovated Robert Crown Center) will inform EPL's recommendations. Partnerships will continue to be an important of our service delivery but EPL will strive to put structure around these arrangements – not only articulating the service EPL will provide but stating what EPL will require from our partners – including measuring impact upon participants.
- In preparation for the 2014 budget, EPL will seek to define an “arc of services” which identifies areas in the community to be considered for either maintaining existing library locations or creating additional library learning spaces. Investments in spaces will be considered in relationship to intended impact, anticipated results and populations served. As plans for a renovated Robert Crown Center proceed, it has been confirmed that 5,000 square feet for the public library is still in the proposal at this time. This location will be part of any discussion.
- Any spaces identified will be placed in a context of access to services through partner organizations and supplemented by alternative suggestions to access such as vending machines or book mobile service.

- Any budget discussion should contain three important parts: a review of proposed expenditures, a review of anticipated revenues, and an expression of priorities for the coming year.
- EPL is at an important juncture its transition to a new service model – and not only because of our transition to an independently governed public library which will be in compliance with Illinois Library Law. With EPL’s 2013 budget, EPL has the opportunity to affirm its commitment to serving the citizens of Evanston through strategic, innovative and thoughtful service – expanding its role well beyond supplying books, materials and programs – taking another step towards establishing the Evanston Public Library as the important third place in the community.
- EPL’s proposed 2013 budget incorporates challenges and risks by:
 - (i) relying upon the generosity of Evanston citizens, community leaders and philanthropists for support EPL is asking Evanston residents to join together in support of providing free public library service for all; and
 - (ii) -by linking EPL’s ability to support neighborhood services to grant writing and donations, it is important that Evanstonians confirm that high quality library service is a cornerstone of the community as COE celebrates its 150th year.
- This proposal is in response to an underlying sense of urgency. With each day EPL has an opportunity to support the educational needs of its youngest patrons, an opportunity to welcome new immigrants, and an opportunity to create communities of interest for adults and seniors.

Director Lyons stated that she believes that each child is precious, every neighbor is important and all of Evanston deserves innovative, creative and compelling library services. Ambitious plans can yield great rewards. EPL’s proposed budget proposal takes an important step forward and continuing its transition as EPL redefine library service in Evanston – a definition that continues to include access to information through books, materials and databases, builds upon the excellent and thought provoking programs produced by EPL’s exceptional staff, strengthens partnerships throughout all areas of the City and helps us to create library learning spaces where all are welcome.

Director Lyons addressed potential options for The Mighty Twig (TMT) – as presented in Sept. 13, 2012 memo (attached).

Diane Allen said that if “neighborhood services” fundraising is asked for, it needs to be clear that the first \$145,000 will go to the Chicago/Main location.

Sergio de los Reyes said that there would need to be conditions on the lease – if the funding isn’t reached, EPL would be able to terminate the lease.

Michael Tannen said he was concerned about the risk of not obtaining enough funding – and what to do with collected funds if the goal isn't met. Need to be clear about what money will be used for. Nonetheless, he strongly supports Option 3 and believes that fundraising goals can be met.

Marcia Mahoney mentioned the possibility of grants to support this library/community experiment.

Leora Siegel sees it as wonderful opportunity to capitalize on the support of the Friends, the Evanston 150 initiative, and EPL strategic plan.

Tori Foreman asked about adding fees and fines to the Twig location – Mahoney asserted the opportunity to take the best from both the Twig and EPL as a new and different thing – attractive to grants givers.

Schapiro asserted 2013 would be transition year to see if the location is the right one for the longer term, believes funding can be obtained.

Trustee Allen moved that Board accept Option C as presented in the Board packet, page 52. Trustee Lurie seconded the motion. Roll call vote approved the motion unanimously.

B. Discussion and Adoption of Proposed FY2013 Library Budget (Karen Danczak Lyons)

There will be no increase in the property tax levy in FY2013. The proposed FY2013 Library budget is \$5,104,814.

Leora Siegel moved, Susan Newman seconded – motion to adopt the FY2013 budget of \$5,104,814. Passed unanimously on a roll call vote.

C. Adoption of Proposed Bylaws Amendment - Development Committee (Benjamin Schapiro) Margaret Lurie moved, Leora Siegel seconded – motion to adopt the bylaws amendment forming a Development Committee. Passed unanimously on a roll call vote.

NEW BUSINESS

Leora Siegel thanked Director Danczak Lyons and Paul Gottschalk for their work on the budget.

ADJOURNMENT Susan Newman moved to adjourn the meeting, Leora Siegel seconded the motion, and motion passed on a voice vote. Adjourned at 7:55 pm.

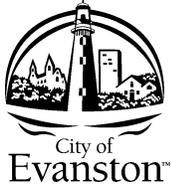
Respectfully Submitted,

Approved – November 14, 2012

Michael M. Tannen, Secretary

Next Meeting: October 17, 2012 at 6:30 pm in EPL Community Meeting Room

(map of blocked cards)



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: FY2013 Library Proposed Budget – Chicago Avenue/Main Street Location
Date: September 13, 2012

During 2013, we will continue to explore our neighborhood services footprint throughout Evanston. Data will continue to be gathered that describes our continuing efforts to provide programs and library services beyond the walls of our facilities. Input from the greater community will be gathered as we explore the possibility of establishing a library location on the west side of Evanston. Another opportunity for neighborhood service has been previously discussed: the relationship between the Evanston Public Library and the continued operation of *The Twig*.

This memo provides Board members with three options which delineate possible approaches to sustaining the Chicago Avenue/Main Street Library, now known as *The Mighty Twig*.

Background

The Evanston Public Library Friends (Friends) opened *The Mighty Twig* at 900 Chicago Avenue in March 2011 in response to the closure of the Library's South Branch. The Friends have operated Chicago/Main location with volunteers and generous financial support from the community. The Library has not provided financial or staff support for the location to date.

The Friends' lease ends February 28, 2013 and has a two month termination clause.

The current annual operating expenses for the Chicago/Main location include:

Rent	\$39,100
Utilities	\$6,500
Administrative	\$6,600
	\$52,200

As we explore the opportunity to expand our neighborhood services footprint in Evanston I would not recommend that this location continue to be sustained as a volunteer-run, donation-supported operation in 2013.

Option A

Funding from the Evanston Public Library in 2013: -0-

Funding from the Evanston Public Library Friends in 2013: -0-

The Evanston Public Library will provide no support for *The Twig* in 2013.

Result: *The Twig* will close. The Friends of the Evanston Public Library have operated this location with the generous support of volunteers and community philanthropists. The Friends do not believe that this model is sustainable for the long term.

Option B

Funding from the Evanston Public Library in 2013: \$80,800 (\$74,800 in staff costs and \$6,000 in equipment)

Funding from the Evanston Public Library Friends in 2013: (\$63,950 for rent, utilities and administration)

A partnership is formalized for 2013 which requires the Friends to continue to provide volunteer staff and fundraise for the operation and maintenance costs of *The Twig*. The Evanston Public library would supply clerical and library staff to provide library programs and assist with the circulation and return of materials on HOLD for EPL patrons. HOLDS will be available for pick up and return at *The Twig*.

Pursuant to the City of Evanston's new volunteer management program, all volunteers would be required to apply to participate as a volunteer and be vetted through the City's program. Depending upon the work of the volunteers, criminal background checks may be performed. All approved volunteers will be issued a photo identification card.

If this arrangement is pursued, the blended operation will result in operational issues as the site will be neither an EPL location, nor an independently operated space. Community members will continue to be confused when fundraising campaigns are produced by both EPL and The Friends of EPL. Liability, management decisions, maintenance of the facility and priorities will be murky at best and could result in anxiety, confusion and animosity at worst.

Option C

Funding from the Evanston Public Library in 2013: \$144,750 (cost of staff and all operating expenses)

Funding from the Evanston Public Library Friends: Joint fundraising with the Evanston Public Library will support an expansion of neighborhood services including funds for the Chicago/Main facility.

Effective January 1, 2013, the Library will assume operational control of *The Twig* and the location will be renamed the Chicago/Main Library provided that:

- The Evanston Public Library is able to negotiate and execute a new lease with favorable terms by the end of 2012. For purposes of this discussion, favorable terms is defined as a competitive rent, utilities and maintenance costs that are equal to or less than the current lease terms and market rate. Defined out clause and cancellation noticing (60 days written notice) will be included as well. The Friends of the Evanston Public Library have a lease agreement which expires on February 28, 2013 and has paid the rent through October, 2012.
- The Library Board, Library staff, Friends Board and Friends volunteers raise funds to cover the first 6 months of operations by the end of 2012 and a total of \$145,000 by July 2013 to operate the Chicago/Main Library. For 2013, the Chicago/Main Library will be funded exclusively with philanthropic dollars raised by the Library with the support of the Friends. The proposed budget is included at the end of this memo.
- The Evanston Public Library staff identifies staff and funds to support the following additional services at the Chicago/Main Library: Library staff members for circulation, programming and patron assistance; pick-up of reserved library materials; drop off library materials; a modest circulating collection comprised primarily of items from the former South branch and materials transfer between locations.
- The Evanston Public Library and the Friends of the Evanston Public Library will work collaboratively to raise funds in support of neighborhood services. The accounting, distribution and management of funds raised will be the purview of the Evanston Public Library. Working together EPL and EPLF may: identify donors for a targeted solicitation, visit prospective donors together, create new fund raising event(s) in 2013, seek to leverage the Evanston 150 celebrations to highlight library services, seek input on expanded neighborhood library service opportunities and write joint grant proposals.

When open, the Chicago/Main Library would be staffed by two Library employees and at least one volunteer. Connie Heneghan would serve as Manager of both neighborhood library locations.

