



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

Wednesday, October 17, 2012

6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

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

Members Absent: Tori Foreman, Susan Newman, 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 6:32 pm.

Benjamin Schapiro thanked everyone for their work on the Fund for Excellence Campaign and encouraged Board members to review their contact lists and sign their personalized fundraising letters in a timely fashion when the information is available.

He also thanked Diane Allen and Michael Tannen for their continuing help with the transitioning to the new Library management structure as of Jan 2013.

Finally President Schapiro recognized Karen Danczak Lyons's six-month anniversary as the new Library Director, and he congratulated her on her exemplary accomplishments during those months.

APPROVAL OF MEETING MINUTES

Motion to approve the minutes of the September 19, 2012 Regular Board meeting was made by Leora Siegel and seconded by Diane Allen; the motion was passed unanimously.

CITIZEN COMMENT

Marcia Mahoney of the Evanston Public Library Friends (EPLF) announced that the Friends' donor lists had been sent to the Library for incorporation into the Library database and fundraising activities, and reported that the Library's Development Committee met with five EPLF members in a productive brainstorming meeting. The Library and EPLF are working together on grant applications.

EPLF is to be honored by Family Focus for the build out of the Eddie Sutton Library at the Family Focus – Our Place Center.

INFORMATION/COMMUNICATIONS

City Ordinance on Library Board's Authority

Library Director Karen Danczak Lyons presented highlights of a proposed City Ordinance on the Library Board's authority and Library Director's ability to hire and fire employees and execute purchases and contracts.

The text of ordinance was in the Board packet and was displayed via Power Point, the contents of which are attached hereto as an exhibit.

This is a companion piece to the ordinance that was passed in February which granted the EPL Board the authority to hire the Library Director. If the Library Board and City Council approve this ordinance, the authority granted to the EPL Board and Director will come into compliance with Illinois Library Law.

This Ordinance was drafted by the City's Corporation Counsel and reflects the language in the Illinois Library Act. With the approval of the Library Board, this ordinance will be presented to the City Council in November and will grant: the Library Director the approval to hire employees, fix compensation and remove employees subject to the approval of the Library Board. The Library Board shall have the authority to approve contracts.

Supplemental Tax Funding and State Grants

Paul Gottschalk shared information on supplemental tax funding that is available to municipal libraries in Illinois. These levies are not necessary since the Library's general corporate levy is sufficient. Review of these supplemental funding sources is a requirement of the Per Capita Grant application.

State Standards for Library Programming

Paul Gottschalk reviewed the state standards for library programming and the Library's full compliance with these standards.

LIBRARY DIRECTOR'S REPORT

Ms. Danczak Lyons also reported on recent events and accomplishments:

- Wildcat Welcome: The Library's first invitation to participate in this event which provides parents of incoming Northwestern freshman with information about library resources. Staff distributed applications for library cards. Marketed our programs and services to hundreds of enthusiastic parents and highlighted the Book Buddies program, which NU Jumpstart student volunteers participate in on Fridays at the Library.
- Grant submissions to support neighborhood services: Submitted one to the Kellogg School of Management and the 2013 Charity Auction Ball Committee; will submit application to The Woman's Club of Evanston in the next two weeks; also pursuing grants from OCLC and the Patrick and Anna Cudahy Foundation.

- Danczak Lyons facilitated a discussion on Oct 2 at the Anti-Violence Community meeting sponsored by the City, and has continued contact with the community members who participated at her table. Will be de-briefing with the City staff in the next week. Offered to provide meeting space at EPL for her group who wants to stay in contact and continue the conversation. Views it as important to position EPL as both a neutral space to have community conversations, and a safe space for teens to gather together.
- The Joint Library/City Transition Committee met and will consider lease proposals between the City and the Library Board for the Main Library and North Branch properties. At the committee's next meeting on October 26th, language for both proposed leases and language for a proposed Memorandum of Understanding will be reviewed. It is the intent of the group to include a presentation of the leases and MOU to the City Council as part of the City of Evanston's budget deliberations.
- All Staff Development Day on October 12 was well received by the staff, and featured a great discussion about the role of staffers in being library ambassadors and in helping with our discussions on neighborhood services, as well as an excellent presentation by Cheryl Bristor-Wilson on "Out-thinking Difficult Patrons."

Danczak Lyons thanked Wally Bobkiewicz, City Manager, and Benjamin Schapiro, EPL Board President, for sharing their thoughts with the staff.

- Terrific turnout of 41 people in the Community Meeting Room on October 16 for the televised presidential election debates. The crowd was fully engaged and emotional, yet everyone was respectful and kept cheering and booing to a minimum.
- Important budget dates to add to the Board's calendar:
 - October 29 at 7:00 p.m. – First City Council discussion of the 2013 Budget
 - November 10 at 9:00 a.m. (Saturday morning) – Special City Council Meeting: Truth in Taxation/Budget Hearings & Tax Levy Estimate
 - November 13 at 7:00 p.m. – Optional City Council Budget Discussion
 - November 19 at 7:00 p.m. – Budget Adoption
 - December 10 at 7:00 p.m. – Tax Levy Adoption & Tax Abatements

All meetings will be held in City Council Chambers, second floor of the Civic Center. All Trustees are encouraged to attend.

- In conversations with staff at both Ridgeville Park District and St. Francis Hospital about partnering to provide library programs in their spaces in South Evanston.

STAFF REPORTS

Administrative Services and Financial Reports

Paul Gottschalk reported that we're recruiting for two full-time positions – Head of Technical Services and the Community Engagement Librarian. Andres Lopez was recently hired as the Latino Outreach Assistant and we're excited to have him coming on board.

Summer Reading Program Report

Jan Bojda, Head of Youth Services, reported on the 2012 Summer Reading Program, sharing participation statistics and increases since last year. The program started with 500 children participating in 1996 and has grown to 3,500 in 2012. Children played at multiple Evanston locations, including The Mighty Twig, Summer Reading Stop, Robert Crown Center and Fleetwood-Jourdain Center. Active participants were up 19% over 2011. Children need to check in weekly and need to show progress to get credit for completion.

In 2013 the Summer Reading Program theme will be "Have Book, Will Travel". Teens and adults will be able to participate in the program as well.

Michael Tannen asked if there's a way to more formally evaluate the summer reading program results, including the collection of anecdotal letters from parents and measurement of student reading improvement. Without access to specific data from the schools on individual achievement, measuring results is difficult. It was generally agreed that it is good to build feedback into every program.

BOARD REPORTS

The Joint Committee met for the second time on October 2, 2012. All members were present. The Library presented proposed language for a lease which would lease the main library building to the library for \$1 per year. Suggested additions and adjustments to language were suggested and a lease for the North branch will also be drafted by EPL.

At the committee's next meeting on October 26th, language for both leases and language for a Memorandum of Understanding will be reviewed. It is the intent of the group to include a presentation of the leases and MOU to the City Council as part of the City of Evanston's budget package.

Development Committee

Margaret Lurie reported that the Library Friends are very willing to work on development projects with the Library, including going beyond the Fund for Excellence to apply for grants.

Finance Committee

Leora Siegel asked that the Board review monthly bills. Staff will arrange to have the bills list for the Finance Committee and Board.

UNFINISHED BUSINESS

None

NEW BUSINESS

Transition Plan for Chicago Ave/Main St Library

Karen Danczak Lyons addressed the need to work with EPLF on a transition plan for the Library to assume operations at the Chicago Ave/Main St Library with the understanding that there are two important milestones to reach before we officially begin service at Chicago/Main (raising \$75,000 by January 1st and negotiating a lease). The plan to include:

- Creating opportunities for EPL staff to become familiar with the space, be introduced to Twig volunteers and patrons; staff training
- Logistical details such as wiring and data connections, space layout and possible locations for HOLDS pick up and library collections
- Volunteer screening with the City of Evanston
- AFSCME contractual requirements regarding soliciting volunteers from EPL staff to accept additional hours of work at Chicago/Main
- Creating draft schedule for library programs and coordinating expansion at Chicago/Main with desire to expand structured calendar of programming at new locations including Fleetwood Jourdain Center, Ridgeville Park District and St. Francis Hospital
- Expectations for library services, what metrics will be collected from first day of service and defining what success will look like

Ben Schapiro asked for a motion to begin the transitional activities to take over the Chicago Main for Karen Danczak Lyons to do transitional plan -- Sergio de los Reyes moved, and Leora Siegel seconded the motion. Motion passed unanimously.

Approval of the State Per Capita Grant Application

Paul Gottschalk reviewed the annual process to apply for a State Per Capita Grant from the Illinois State Library. The funds are used for collection development. Diane Allen moved and Margaret Lurie seconded the motion to approve the application. Passed unanimously.

Approval of Resolution for Budget and Annual Tax Levy

President Schapiro stated that there is no increase in property tax support for the 2013 budget.

Michael Tannen moved and Diane Allen seconded the motion to approve the resolution for budget and annual tax levy. Roll call vote approved unanimously.

Several trustees commented what a remarkable milestone this resolution represented for EPL.

Investment Committee Appointment

President Schapiro said that the Library’s bylaws require the appointment of the Treasurer to the three-member Investment Committee. Leora Siegel as Treasurer of the Board will replace Diane Allen on the committee. Moved by Sergio de los Reyes and seconded Margaret Lurie – appointment of Leora Siegel to the Investment Committee; passed unanimously on a voice vote.

The President thanked Diane Allen for her work on the Investment Committee and appointed Leora Siegel as the chair of the Investment Committee.

ADJOURNMENT

Margaret Lurie moved to adjourn the meeting; Diane Allen seconded the motion, and the motion passed on a voice vote. Adjourned at 7:50 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: November 14, 2012 at 6:30 pm in EPL Community Meeting Room