



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

Wednesday, November 14, 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, Benjamin Schapiro, Leora Siegel, Sandra Smith and Michael Tannen.

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 6:35 pm.

APPROVAL OF MEETING MINUTES

A motion to approve the minutes of the September 19, 2012 Regular Board meeting with specific clarifications suggested by President Schapiro was made by Diane Allen and seconded by Margaret Lurie. Motion passed unanimously.

Accepted October 17 meeting minutes without changes. Passed unanimously.

CITIZEN COMMENT

Marcia Mahoney of the Evanston Public Library Friends reported on the award that EPL Friends received for the library they helped build at Family Focus. The volunteers, leaders, and patrons of The Mighty Twig are happily anticipating the transition to the Library.

INFORMATION/COMMUNICATIONS -- None

Leora Siegel reported that there is no need for Library staying open on Dec 24, 2012 until 5 pm. to accept candidacy petitions.

LIBRARY DIRECTOR'S REPORT

Karen Danczak Lyons, EPL Director, reported that Andres Lopez, the Latino Outreach Assistant, has been working:

With Rick Kinnebrew on expanding "Vamos a Jugar" event to bring more families by speaking with the community and working with School District 65 to help promote the program.

With a representative and liaison from District 65 to have the Two Way Immersion (TWI) program to be hosted, at least twice a month, by Evanston Public Library.

On having Reading Nights at the Library.

With Renee Neumeier to create a College Seminar for high school students.

With a Biologist to bring experts from the Field Museum to teach fun science, bring materials to utilize at the library for science projects – all in Spanish.

On an inventory of books – this will allow us to have a view of what we currently have and the types of books that we need.

Webinar update: United for Libraries regarding Library Service, Community Support and The Mighty Twig producing a webinar for the organization.

Director Danczak Lyons reported that:

- She is continuing to make connections with St. Francis Hospital, Fleetwood Jourdain Community Center and the Ridgeville Park District.
- Staff is working on a new library logo.
- The ordinance transferring employment and purchasing authority is scheduled for City Council approval on November.
- She is collaborating with the Skokie and Glencoe libraries on staff development and customer services – using a “secret shopper” approach
- Participating in Evanston Holiday Bash November 16th; EPL will feature storytelling, music and hot chocolate.
- Power Point presentation: Public Library studies sample reports, United for Libraries resources for trustees and friends including online training and Library Director evaluation approaches and formats

Transition Plan for Chicago/Main will include providing for:

- Collections: reviewing contents of former South Branch, donations and existing collection at The Twig
- Programming: joint meeting scheduled for Children’s storytellers
- Technology plan
- Volunteers and City of Evanston process
- Staffing and AFSCME process for requesting participation

- Sorting out the “honor system” vs. traditional circulation

STAFF REPORTS

Administrative Services and Financial Reports -- Paul Gottschalk explained that the Library can transfer to the 2013 fund balance any 2012 revenue that exceeds the 2012 budget, while savings from 2012 expenses not incurred will not transferred to the fund balance.

The Illinois Library Association issued a new edition of the Illinois Library Laws and Rules, and copies were distributed for each Board member.

North Branch will be closed the week after Thanksgiving for repainting.

Electrical work and radiator replacement work are also scheduled.

Presentation on Young Adult Services

Renee Neumeier, Young Adult Librarian, reported on the Teen Library services (see attached PowerPoint presentation slides). Renee plans to expand the Teen Advisory Board and add a community service element.

Attendance for teen events and programs has been up significantly, and more programs have been planned and presented, including events by the teen theater group, college prep, and how to write your college essay.

Library hosts FUSE events on Friday/Saturdays and also at high school and Tuesdays and Thursdays -- and Project Excite partnership with Center for Talent plus Evanston Bike club – learn bike maintenance and literacy. FUSE supports science, math and technology education.

Renee has made 69 outreach visits year to date, reaching approximately 1900 teens.

BOARD REPORTS

Development Committee (Margaret Lurie) – The Fund for Excellence is well underway.

Finance Committee (Leora Siegel) – no report.

Facilities Committee (Sergio de los Reyes) – hasn’t met since last Board meeting, so Sergio de los Reyes deferred to Paul to talk about the maintenance for the electricity, purchasing radiators in 2012/installation in 2013, and supply fan maintenance for \$10,000 could be purchased with unexpended balance.

UNFINISHED BUSINESS

Transition Plan – Ms. Danczak Lyons and Mr. Gottschalk are working with Marcia Mahoney, Connie Heneghan and Jill Skwerski on transition planning for the Chicago Avenue/Main Street Library. Some materials in storage will be brought out, after cataloging. Twig “on honor” collection may be distributed in the community rather than

catalogued and kept in the library.

Volunteer vetting and training needs to be consistent with city requirements.

Will be asking for staffers to volunteer to work at the Twig, adding to their hours.

Blocked Cards – Tori Foreman voiced interest in finding a way to clear up blocked cards that prevent people from checking out materials. Suggested looking into having “angels” giving money to clear up the overdue fines on blocked cards of specific children who would not know the identity of their angel.

NEW BUSINESS

Library Closing Schedule for 2013 Paul Gottschalk presented a recommended 2013 schedule and asked for Board approval.

Leora Siegel moved, and Susan Newman seconded the motion to approve the schedule as presented. Passed unanimously.

Closing on New Year's Eve at 5 pm

Diane Allen moved, Margaret Lurie seconded, motion approved unanimously.

Closing North Branch for Painting Project

Michael Tannen moved, Leora Siegel seconded, motion approved unanimously.

Library Board Meeting Schedule for 2013

Paul Gottschalk presented the Board meeting schedule with regular monthly meetings on the 3rd Wednesday of each month. The schedule was amended to have the January meeting on the 9th. Margaret Lurie moved, and Sandra Smith seconded the motion that the Board schedule be approved as amended with the January meeting rescheduled for January 9th. Motion passed unanimously.

Appointment of Library Director Evaluation Committee

The committee will manage the process and select the tools for the evaluation, which the whole board will participate in. Have a committee that has an eye to manage change over several years. President Schapiro suggested using the Management Committee to guide the evaluation. Leora Siegel recommended having the Executive Committee do it – a sign that it’s critically important. Diane Allen said that everyone will be involved ultimately.

Susan Newman moved, Dian Allen seconded – motion to have the Executive Committee guide the process of evaluating the Library Director. Approved.

ADJOURNMENT

The meeting adjourned at 9 pm.

Respectfully Submitted,

Approved – December 19, 2012

Michael M. Tannen, Secretary

Next Meeting: December 19, 2012 at 6:30 pm in EPL Board Meeting Room, 4th floor.