



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

Wednesday, December 19, 2012

6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

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

Members Absent: Susan Newman

Staff: Karen Danczak Lyons, Connie Heneghan, 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

A. Motion by Diane Allen, seconded by Margaret Lurie – approval of Sept 19, 2012 Regular Board Meeting minutes as amended and revised following the November 14th meeting – passed unanimously.

B. Motion by Diane Allen, seconded by Margaret Lurie – approval of the minutes of the November 14, 2012 Regular Board Meeting – passed unanimously.

CITIZEN COMMENT

Evanston Public Library Friends President Marcia Mahoney announced that The Mighty Twig is now closed, and that in the past few weeks, volunteers have dispersed much of the Twig's collection – approximately 3500 – 4000 books. Ms. Mahoney also read a letter from Mr. Todd Ruppenthal voicing his appreciation of the Twig's community contribution over the past two years. Michael Tannen recommended that the Mr. Ruppenthal's letter be added to the evening's Board Minutes. Board members agreed and the letter will be made part of the record.

INFORMATION/COMMUNICATIONS -- None

LIBRARY DIRECTOR'S REPORT

Karen Danczak Lyons, Library Director, reported on recent events and accomplishments as follows:

- A newly designed Evanston Public Library logo will be used in future communications and branding efforts – copies of the logo variations were distributed to the Board.

- Staff is making arrangements to begin recording and televising selected EPL programs in 2013 on ECTV.
- Two important vacancies have been filled: Daylily Alvarez for Latino Outreach Coordinator (new hire) and promotion of Jill Skwerski to Community Outreach Librarian from Circulation Supervisor (a position which will now need to be filled).
- EPL conducted the first of what will become periodic safety and security reviews has begun. In the spring the Library will have a fire drill.
- The Director requested that the full Board approve the Executive Committee as a Quick Response Team. After discussion, the Board approved the request. Items which may require a quick response: legislative matters, review and approval of bills list if committee unable to meet. Decisions of the Quick Response Team will be reported to the full Board at the next regularly scheduled meeting. The Director commented that the Quick Response Team would not be utilized the bypass the Board's deliberative processes.
- The Director brought forward a request for \$1,000 from Evanston Community Foundation ("ECF") for the Library to sponsor Evanston 150 activities in 2013. Board discussion followed, with decision to continue to support ECF with "in kind" donations and to defer any financial contributions until after EPL had met its own substantial fundraising commitments for the upcoming year. It was noted that EPL had assisted ECF and Evanston 150 in various ways, including hosting E150 meetings.
- Financial reporting review and meetings with City's financial staff continue in preparation for creation of bills list and reports for review and approval by the Board.
- The Director announced receipt of \$120,000 bequest from the estate of Allen Howard. This bequest will be added to the Endowment for the Evanston Public Library with investment proceeds to be used for collection development. The Library will publicize the gift in conjunction with an expanded focus on planned giving in 2013.

In addition, the following highlights were not discussed publicly at the meeting but the Director included them in an attachment to the minutes as written highlights:

- New Family Focus Partnership: Teen boys in grades 5-8th, every other Tuesday to provide a writing program with the group from 5-6/6:30pm. Renee will attend this month's parents meeting to discuss programs in the Loft offers and to register new library card users and distribute library card applications. Also under discussion: bringing some of the teens from Family Focus to the library on

Fridays for FUSE or bringing some of the FUSE kits over to Family Focus on a monthly basis.

- Neighborhood Services brochure has been well received to date and is yielding added benefits. Ronna Jacobson Ed.M., the Coordinator of Sibling Services/Reach Out and Read at Northshore University Health System, Evanston Hospital's Department of Pediatrics will be providing an advertising campaign to the hospital staff and the families using their services.
- North Branch reopening was successful after being re-painted. Ribbon cutting ceremony received good coverage.
- Rotary Club book program update: Lighthouse Rotary Club very pleased with the books being selected by Susan Robertson which are added to our collection in honor of their speakers.
- The Director met with Dave Davis of Jan Schakowsky's staff to provide an update on our activities and seek funding assistance.
- Presentation to Board of Evanston Community Foundation was well received. Highlighted our mission, programs and offered our partnership with ECF as we share the same values and service philosophy.
- Exhibit preparation celebrating the 140th birthday of the Library will reflect historical photographs and copy.
- The City Council unanimously passed the 2013 revenue package, including EPL's levy request.
- December Book sale raised in excess of \$12,600 (\$500 more than last December's sale).

STAFF REPORTS

Administrative Services and Financial Reports (Paul Gottschalk) – The Library is actively recruiting and interviewing for several vacancies, including the Technical Services Manager and the Circulation Supervisor.

New radiator covers that feature a lowered surface temperature for the Children's Room have been ordered.

BOARD REPORTS

Finance Committee (Leora Siegel) – the Finance Committee has scheduled regular meetings two weeks before each Board meeting.

The committee will review EPL bills scheduled to be paid. Payroll is presented biweekly and approved by the Board. For other payments, three members are required to approve payments and a 48-hour turnaround will be required, so lists of payments will be emailed to committee members for quick review. President Schapiro can act ex-officio if necessary to ensure three members' approvals.

Investment Committee – Paul Gottschalk, who serves as the staff liaison on the committee, reported a 10.2% return on the investments in 2012. Looking ahead to 2013, Rick Hemwall and Leora Siegel will continue to serve on the committee, but since the 3rd committee member, Carl Godman passed away in December, a new person will need to be recruited to take his place in the group.

The Board will be scheduled to participate in Fraud Prevention training in the Spring.

Development Committee Margaret Lurie reported that the 2012 Fund for Excellence campaign has collected \$56,000 since November 16. Trustee Lurie and Marcy Jenkins stated that they were optimistic that current projections indicate the fundraising will match or exceed 2011's \$100,000 total. Board members are encouraged to donate to the campaign so that future fundraising and grant efforts can indicate 100% participation by Board members in fundraising.

Facilities Committee (Sergio de los Reyes) – the committee is working on a report that will help plan the funds needed to budget in the future. The Director noted that the City continues to discuss plans about the renovation of the Robert Crown Center; those plans still contain raw space for library services.

UNFINISHED BUSINESS

Approval of the lease for 900 Chicago Avenue – (to be referred to as “CAMS” in the future – “Chicago Avenue/Main Street”) **and September 19, 2012 motion amendment to include new funding sources.**

Context is that 2013 will be considered a transition year, and the proposed lease is still under negotiation. Trustee Allen has carefully reviewed the lease terms and expressed opinion that the lease is very “landlord-oriented” without several important protections for the tenant, but insofar as the term of the lease was one year, she would tentatively recommend approving it if several conditions are met: the rent amount is clarified, the City reviews the lease and promises to provide insurance and indemnification, and the access to the public bathrooms are more secure.

At the September 19th Board meeting, signing the lease was made conditional upon raising at least \$75,000 in funds to support the new library location by Dec. 31, 2012. Director Lyons announced that while the Fund for Excellence is projected to generate more than \$75,000, the Mayor and City Manager have expressed willingness to fund shortfalls in EPL's fundraising for CAMS in 2013 from the Library 2012 operating budget surplus.

Following the Director's announcement, trustees discussed whether to modify and broaden the resolution of September 19. Trustees Tannen and Foreman commented that the City Manager's and Mayor's offer of assistance to bridge any fundraising gap was a boon that could not be passed up. Trustee Siegel moved to amend the September 19, 2012 resolution regarding CAMS funding to include two additional provisions to include CAMS support through “philanthropic” and unspent 2012 monies, as well as Fund for Excellence and other Library outreach fundraising before Dec. 31, 2012.

Diane Allen seconded the motion, and the motion passed with a roll call vote 7 Yes, 1 No (de los Reyes).

Approval of Institutional Membership in American Library Association and United for Libraries. Director Danczak proposed 2013 memberships for EPL, and the Board unanimously approved.

ADJOURNMENT Tori Foreman moved to adjourn the meeting, Sandra Smith seconded the motion, and motion passed on a voice vote. Adjourned at 9:02 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: Wednesday, January 9, 2013 at 6:30 pm in EPL Board Meeting Room