



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

Wednesday, May 15, 2013
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Tori Foreman, Margaret Lurie, Susan Newman, Michael Tannen, and Leora Siegel

Members Absent: Benjamin Schapiro and Sandra Smith

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins

Presiding Member: Margaret Lurie, Vice President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and Vice President Lurie called the meeting to order at 6:33 pm.

CITIZEN COMMENT

Lori Keenan of the Library Friends shared that two readings by author Henry Kisor at each branch were well attended and well received. The Friends offered membership information and the EPL annual report at all the events. Their next fundraising community event is a Homemade Pizza benefit on May 28th. EPLF is donating \$2,500 to the Summer Reading Program, as they did in 2012.

CONSENT AGENDA

Michael Tannen moved and Susan Newman seconded the motion to approve the consent agenda items:

- A. Meeting Minutes for the regular meeting on March 20, 2013
- B. Minutes for the regular meeting on April 10, 2013
- C. Bills Lists and Payroll
- D. Non-Resident Library Card Fee

INFORMATION/COMMUNICATIONS -- None

LIBRARY DIRECTOR'S REPORT

National Library Week surveys -- 189 patrons completed the surveys at Main, North Branch, and CAMS. Overall indications are that patrons are very satisfied with, and complimentary about, library services and personnel. Responses regarding our collection were less favorable, though in general satisfactory. Results will be analyzed and reported for the next meeting.

The notification of an amnesty for 2,000 cardholders with blocked cards will be mailed in two weeks. A sample of the "Welcome Back" card was passed around and is attached as part of these minutes.

Edge Initiative – EPL is one of only 25 libraries in the entire state participating in this summer’s soft launch of the Edge program on technology in libraries. Director Lyons presented highlights of the program for the Board (see document attached).

Foot traffic remained steady in April:

Foot Traffic	Mar-13	Apr-13
Main Library	47,410	47,140
North Branch	3,888	3,995
CAMS Branch	4,486	4,469
	55,784	55,604

- Comcast program for reduced home Internet - literature available at our three library locations.
- Library Operations Taskforce discussed library service to the Homeless during April. After the May meeting a new group of staff will rotate on to the taskforce for the next three months.
- The 30th annual Hirshfield Poetry Award Ceremony drew a large audience of poetry enthusiasts. Most of the winning poets were present to read their poems and receive their awards. A new sponsor – The Poetry Garage supplied free parking vouchers for the 1st – 3rd place winners in each category.
- The Director has begun renegotiating the National Able Network lease for another year. National Able Network provides hands on training in our third floor computer lab at the Main Library.
- We have been asked to participate in the Peace Camp pilot that will focus on 10 – 12 year olds and “tweens” at two summer camps in Evanston. We are discussing the role that EPL can play in providing materials and or programs as part of this effort.
- Staffing – new Facilities Manager has begun, new Head of Technical Services will join the team on May 20th; interviews for Collection Development Librarian have been scheduled.
- Director Lyons has accepted the invitation to be the incoming President of CCS – the 23 member consortium through which we receive our integrated library system and services.
- Beginning in May, the Evanston Coalition of Latino Resources will staff a resource table at CAMS to assist with translations services and encourage library card sign up. Results of the pilot will be presented at a future Board meeting.
- Outreach: Ridgeville Park monthly story time begins this summer (June – August). Staff is awaiting final arrangements for a couple of other summer events before actual dates are confirmed. Once the dates are confirmed, we will

publicize this new program to the residents of Ridgeville Park District. Additionally, we will reach out to Ridgeville and offer library visits (for example during their Farmers Market), to bring library card registration and an opportunity to explore EPL services at their location.

- Howard Street expanded program possibility: In EPL's continuing efforts to expand library services to the south side of Evanston, Danczak Lyons will be in contact the new coffee shop owners to discuss programming on Howard Street.

STAFF REPORTS

Presentation on "Boopsie" Mobile Library App (Karen Hansen)

EPL has introduced a new mobile application for patrons to use to check the card catalog, reserve and check out materials, access databases, and download e-books. Ms. Hansen deftly demonstrated the application and answered questions about current and future capabilities.

Administrative Services and Financial Reports (Paul Gottschalk)

In the past month, EPL has had 2 full-time staff members retire, and 3 new full-time hires have joined the organization.

The first disbursement of the unrestricted bequest from George Ariffe has been issued, and it represents the bulk of the \$300,000 donation expected.

Following that announcement, Director Danczak Lyons presented a proposal to use \$100,000 of the Ariffe bequest for programming, professional development, and marketing support over the next few year. The Director noted that in the past, money for professional development had been scant to non-existent. Money allocated for professional development will undoubtedly improve service to our patrons. The professional development funds will not be spent in one calendar year, but spread over time. The remaining \$200,000 in the library's endowment will be invested in perpetuity with the income used to support programming, professional development and marketing.

Following a discussion of how the Board will be informed of specific uses of the funds, Michael Tannen moved to approve the recommendation; Susan Newman seconded the motion, and the motion was passed unanimously with a roll call vote.

BOARD REPORTS

Finance Committee (Leora Siegel)

The Finance Committee met with Tom Nissly, the CFO of the Chicago Botanic Garden, who spoke about growing the membership from 13,000 to 50,000, expanding fundraising/grants writing staff dramatically, and the operating budget to \$30 million (\$21 million through membership and development) and setting an endowment goal of \$120 million over approximately 15 years.

Approval of Renewal of Gale/Cengage Database Subscription, per 2013 Budget – Diane Allen moved to approve the \$22,400 annual expense, Susan Newman seconded the motion, and the Board approved the motion unanimously in roll call vote.

Investment Committee (Leora Siegel) – no report

Development Committee – (Margaret Lurie) – no report

Management Committee - (Margaret Lurie) – no report

Facilities Committee – (Karen Danczak Lyons)

Director Lyons shared information she and Paul Gottschalk have collected on possible alternative spaces for CAMS in 2013:

- CAMS lease renewal: 1,465 square feet including common area \$3,272.57 per month/ \$39,270.84 year or \$26.80 per foot
- AMLI property: 4,500 square feet available, \$32.00/square foot gross includes CAM and taxes. Build-out needed (3-6 months to complete); minimum of 3 year lease, prefer 5 – 10 years.
- Main and Sherman: less than 1,000 square feet, \$22 per square foot
- 711 – 713 Main Street: available in June; 3,400 square feet, \$15.29 per square foot

In addition, the proposed new Robert Crown Center is expected to be completed no earlier than July 2015 pending financing.

The staff and Facilities Committee members will continue to investigate possible spaces, and Mr. Gottschalk suggested that it may be advisable to think of establishing a capital fund for library expansion, since many of the available spaces require significant build outs and quick action to acquire the space.

Executive Committee – None

NEW BUSINESS

Nominating Committee Report (Margaret Lurie)

The committee recommends retaining the current slate of officers: Benjamin Schapiro, President; Margaret Lurie, Vice President; Leora Siegel, Treasurer; and Michael Tannen, Secretary. The Board will vote on the officers at the June meeting.

Resolution in Honor of Sergio de los Reyes

Vice President Lurie read a commendation of Mr. de los Reyes's Board participation and contributions from June 2011 – March 2013. A signed copy of the statement of appreciation will be sent to Mr. de los Reyes, and a bookplate in his honor will be added to a history or poetry book in the Library's collection.

The Board moved into a closed Executive Session for a Personnel discussion.

ADJOURNMENT Margaret Lurie moved to adjourn the meeting, Leora Siegel seconded the motion, and the motion passed on a voice vote. Adjourned at 7:50 pm.

The Board reconvened into open session at 8:05 pm and adjourned.

Respectfully Submitted,

Michael M. Tannen, Secretary