



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

Wednesday, June 19, 2013  
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

**Members Present:** Diane Allen, Tori Foreman (arrived at 7 p.m.), Margaret Lurie, Susan Newman, Vaishali Patel, Michael Tannen, Benjamin Schapiro and Leora Siegel

**Members Absent:** Sandra Smith

**Staff:** Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins

**Guest Presenters:** Louis Gergits and Hitesh Desai from the City of Evanston's Finance Division

**Presiding Member:** Benjamin Schapiro, President

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

**OATH OF OFFICE** – President Schapiro administered the Oath of Office with new board member Vaishali Patel, and Ms. Patel and the other Board members introduced themselves to each other.

**CITIZEN COMMENT -- none**

**CONSENT AGENDA** – Margaret Lurie moved, and Diane Allen seconded the motion to approve the consent agenda's May 15, 2013 Board meeting minutes and the current bills list and payroll that were previously reviewed and approved by the Finance Committee. The motion passed unanimously with roll call vote.

**INFORMATION/COMMUNICATIONS** – no report

**LIBRARY DIRECTOR'S REPORT** -- The Director's detailed report is attached.

Highlights discussed in the meeting included:

A Snapshot of the 2013 Summer Reading Program (as of June 19, 2013) -- Registered participants: 2,219 children (almost 2,000 signed up during early registration); 267 teens have already read 172 books and written 156 book reviews. There has been a positive response to adult program as well.

### Services and Collaborations

- Entrepreneurship support: Economic Development Committee presentation; attendance at Business Event on 6/20 at ETHS (Join Jewish B2B Networking, Inc. and Small Business Advocacy Council at our third annual small business and employment event. Over 100 vendors, 5,000 business networkers, over 30 employment recruiters, and prominent speakers will be participating.)
- Expanded Service to Latinos: Illinois Coalition for Immigrant and Refugee Rights partnership; creation of updated list of resources by ICIRR summer intern in preparation for expanding services provided at Library.
- Greater Awareness of Library and our resources throughout the City: Community Outreach – Summer Reading Program play at school assemblies, outreach to teens; presence at Produce mobile, Custer Fair. In addition, EPL was asked to participate in the Anti-Gun and Anti-Violence Rally. The Director is particularly proud that EPL was approached to collaborate with this initiative and that the organizers can see that libraries, as safe place, can play a role.
- New Collaborations to serve Seniors – working with the City of Evanston staff and meeting with North Shore Village.
- Expanded job training service in the evenings in computer lab : Excel and Microsoft classes in the evenings; beginning in July – evening computer basics classes in Spanish and new pilot with ORT.

### Assessments, metrics and initiative results

- EDGE initiative Update – staff have participated in orientation webinars, met to review assessment areas and will work collaboratively to complete the assessment by the end of July. Results of assessment and action plans will be shared at future Board meetings.
- As a result of our fine amnesty program, 72 patrons have returned to date.
- National Library Week survey highlights: 59% come to the library weekly or more often; 69% of respondents connect to the library electronically monthly or more often; 95% rate the quality of library service as satisfactory or better; 96% rate the helpfulness and attitude of staff as satisfactory or better; 90% rate the availability of materials as satisfactory or better; library displays and flyers and the EPL electronic newsletter are how most respondents learn of our programs, followed closely by the City of Evanston’s newsletter and word of mouth.

## STAFF REPORTS

- A. **Financial Controls Presentation** – Louis Gergits and Hitesh Desai from the City of Evanston’s Finance Division described the Library’s financial review and approval processes. Mr. Gergits explained that any financial control decisions are made in the context of seeking reasonable protection for reasonable cost and complimented the Library for being compliant with the generally accepted financial control guidelines.

A copy of their presentation/discussion guide is attached.

- B. **Administrative Services and Financial Reports** (Paul Gottschalk) reported that the Library is fully staffed now that several recent full-time hires have joined the team in the past few weeks. Karen Hansen, and Adult Services Librarian, was selected to be the Collections Development Manager.

John Devaney and Paul Gottschalk have prepared a Request for Proposal for a building assessment and building reserve analysis of the Main Library and North Branch. John and Paul expect to present the agreement with the recommended contractor at the next Board meeting.

## BOARD REPORTS

**Finance Committee** (Leora Siegel) – the committee didn’t meet last month. Ms. Siegel thanked Paul Gottschalk for arranging for the Financial Controls presentation.

**Investment Committee** (Leora Siegel) – see New Business committee member addition.

**Development Committee** – (Margaret Lurie) – The committee didn’t meet last month, but work on the 2013 Fund for Excellence planning has begun, and the Board members will be asked to participate in, and support the annual giving campaign.

**Management Committee** - (Margaret Lurie) – no report.

**Facilities Committee** – (Benjamin Schapiro) – the committee is working with Paul Gottschalk to vet vendors for the building assessment and building reserve analysis of the Main Library and North Branch.

**Executive Committee** – (Benjamin Schapiro) – No report.

**UNFINISHED BUSINESS -- None**

## **NEW BUSINESS**

### **A. Election of Board Officers**

As chair of the Nominating Committee, Margaret Lurie presented the slate of officers for one year beginning July 1, 2013 -- unchanged from 2012/13 team, as follows:

President – Benjamin Schapiro  
Vice President – Margaret Lurie  
Treasurer – Leora Siegel  
Secretary – Michael Tannen

Diane Allen moved, and Tori Foreman seconded the motion, to accept the slate. With the exception of Susan Newman, who was temporarily out of the room, the board members approved the slate unanimously.

### **B. Committee Assignments – President Schapiro announced committee assignments as follows:**

Finance – Leora Siegel (Chair), Diane Allen and Tori Foreman  
Management – Margaret Lurie (Chair), Diane Allen and Sandra Smith  
Facilities – Benjamin Schapiro (Chair) and Michael Tannen  
Development – Margaret Lurie (Chair), Michael Tannen and Vaishali Patel  
Endowment Investment – Leora Siegel (Chair), Richard Hemwall, and Karen Young, following approval in next part of the meeting.

### **C. Appointment of Karen Young to the Investment Committee (Leora Siegel) --** The Treasurer and Library Director recommend adding Karen Young as the third member to the Investment Committee. Ms. Siegel read a short professional biography of Ms. Young.

Leora Siegel moved to approve the appointment; Vaishali Patel seconded the motion, and the motion carried unanimously.

### **D. Closing the Library on July 5<sup>th</sup> (Karen Danczak Lyons) –** Because the City of Evanston employees have been given July 5, 2013 as an extra day of vacation in 2013 in recognition of Evanston's 150<sup>th</sup> anniversary, Ms. Danczak Lyons asked for Board approval to close the Library that day and give Library employees the day off, to be consistent with other city staffs.

Discussion ensued, and Leora Siegel moved to approve the closing of the library July 5, 2013, and Margaret Lurie seconded the motion. Motion passed 5 to 3, with a majority vote with Trustees Siegel, Newman, Allen, Lurie, and Patel approving the motion, and Trustees Foreman, Schapiro, and Tannen not approving the motion.

**E. Lease Renewal with National Able Network** (Karen Danczak Lyons) – The lease for NAN’s 12-station computer lab on the 3<sup>rd</sup> floor will be renewed at the same rate of \$17,760 annually, proving that the library can use the room to hold other free classes outside of NAN’s Monday –Friday 10 am to 6 pm regular hours. Michael Tannen moved to approve the recommendation, Diane Allen seconded the motion, and the motion passed unanimously.

**ADJOURNMENT** Margaret Lurie moved to adjourn the meeting, Diane Allen seconded the motion, and motion passed on a voice vote. Adjourned at 8:00 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

**Next Meeting: Wednesday, July 31, 2013 at 6:30 pm in EPL Board Room**