



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

Wednesday, July 31, 2013
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Tori Foreman, Margaret Lurie, Susan Newman, Vaishali Patel, Michael Tannen, Benjamin Schapiro, Leora Siegel, and Sandra Smith (arrived at approximately 6:55 pm)

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins, Jill Schacter, John Devaney, Jan Bojda

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.

CITIZEN COMMENT -- None

CONSENT AGENDA – Leora Siegel moved, and Michael Tannen seconded the motion to approve the consent agenda’s June Board Meeting minutes and the bills list and payroll. Motion carried unanimously.

INFORMATION/COMMUNICATIONS – None

LIBRARY DIRECTOR’S REPORT -- Karen Danczak Lyons presented highlights of the July 31st Director’s Report which is attached to these minutes:

- The number of Library visitors was up by 14% to 59,026 in June vs. May 2013.
- Numerous staff members attended and participated in the American Library Association Conference held in Chicago. Staff members were pleased that they had a chance to attend and learn about state-of-the-art ways of delivering exceptional library services to EPL patrons. Trustee Tannen asked the Director whether the increased participation by staff was the direct result of the Board’s recent approval of allocating a portion of a bequest from a deceased EPL patron for staff development and continuing educational initiatives. The Director answered in the affirmative.
- The Library completed the Companeros summer pilot program for Spanish-speaking preschoolers and elementary students with a July 22 program showcase at CAMS. The Youth Job Center and EPL-trained high school students read a story to two groups of 16 and 18 children, and then led them in literacy play. Mayor Tisdahl attended the program and the Library received favorable press coverage on our Spanish language initiatives in 2013.

Looking ahead:

- The Director met with Northwestern University’s Special Assistant for Community Relations to discuss having Education students offer homework help at the Library.
- The Library is partnering with St. Francis Hospital personnel to create information sessions on the Affordable Care Act.
- The week of August 5 will feature three important local programs:
 - 1) A National Night Out crime prevention event will be held at the Main Library on August 6th.
 - 2) The Pink Heals Tour promoting women’s health issues will be at the Dempster Dodge shopping center on August 7th and Library staff will promote health-related resources available from the Library.
 - 3) A “Maker Bus” teaching teens about electronics will be at the Main Library on August 8th.

The Summer Book Sale will be held August 9th through 11th at the Main Library.

STAFF REPORTS

- A. **AWE Early Literacy Stations (Danczak Lyons)** – Karen Danczak Lyons showed a short film created by Youth Services staff that won a contest for a children’s early literacy computer. The computer will be the 3rd child-friendly unit in the Main Library. A 4th unit is already available at CAMS.
- B. **Administrative Services and Financial Reports** -- Paul Gottschalk described the implementation of regular staffing at CAMS.

BOARD REPORTS

Finance Committee – Leora Siegel reported that the Investment Committee met on July 29th with the committee’s new member, Karen Young, attending. The committee is rebalancing the mix of investments in EPL’s portfolio – moving toward 50% equities and selling some commodities.

CAMS 2014-15 Rent Negotiation -- The committee recommended that the Board authorize the Library Director to negotiate a lease extension for 900 Chicago Avenue (CAMS) for two years with an option for an additional year. Susan Newman moved, and Margaret Lurie seconded the motion to authorize the negotiations, and the motion passed unanimously.

Local Property Tax Announcement -- Siegel noted that the 2013 Property Tax press release included information explaining the 2012 levy was the same as 2011’s, and owners of homes with Evanston’s median property value of \$295,000 would pay only \$144 to support the Library. Trustee Siegel polled trustees as to whether they had heard

any negative feedback from patrons about seeing the Library's levy separately broken out on their tax bills. Not a single trustee heard any negative comments and several trustees had heard positive feedback. Trustee Tannen commented that the absence of negative feedback is notable. It shows how well EPL has progressed since it announced it was adopting the Fund model of self-governance. With the Fund in place, the Library has been able to draft a wonderful strategic plan; staff has been able to make excellent progress in implementing the details of the strategic plan; and the implementation of the Fund was a major factor in attracting the current Director to take the helm of EPL.

FY2014 Budget Options – Karen Danczak Lyons described preliminary budget options including additional public service staff, a Development Manager, building reserve planning, a 5% increase in materials collections, non-optional salary/benefits increases, and the 2014 Affordable Care Act provisions.

Development Committee – Margaret Lurie reported that the 2013 Fund for Excellence planning is moving forward and distributed Board members' mailing lists for updating for the November campaign.

Building Reserve Study -- Vaishali Patel moved, Sandra Smith seconded, and the Board voted to approve a motion to authorize the Director to sign an agreement with Wiss Janney Elstner for a building reserve study at a cost of \$39,950. Leora Siegel recused herself from the vote, and the remaining eight Board members' roll call vote was unanimous in approving the agreement. No decisions about approving any highlighted repairs will be made until Fund transition discussions with the City are completed. The trustees thanked Paul Gottschalk and John Devaney for their excellent and thorough work in vetting the bidders and presenting their recommendations to the Facilities Committee and the Board as a whole.

UNFINISHED BUSINESS

A. Strategic Plan Update -- Karen Danczak Lyons reviewed highlights from the 24 page progress report included in the Board packet. The progress report will be placed on the Library's website.

B. Board member Training – Leora Siegel suggested that each Trustee plan on having at least one day of formal Library Trustee training during their board terms.

NEW BUSINESS

A. The Board approved the policy of having the Library Director make on the Use of the Library Logo by Outside Groups. Danczak Lyons mentioned that she is working with the City's attorney to investigate trademarking the library logo. Michael Tannen proposed the following policy language: "Upon prior written approval of the Library Director, non-profit organizations and businesses may use the Library's logo for marketing purposes. The Library's approval of such use by non-profit organizations and businesses shall not be deemed as a waiver of any of the Library's intellectual or proprietary rights in its logo. The Director reserves the right to revoke his/her approval of the use of the Library's logo by such non-profit organizations and businesses at any time for any reason." The policy was approved.

B. Summer Reading Program – Evaluation of the success of the program was discussed, with Michael Tannen suggesting that staff ask parents for their impressions of how their children’s reading was improved, rather than attempting to track participating children’s school performance. Being able, even anecdotally, to gauge reading improvement and enhanced interest in reading would help staff and could be of assistance in procuring grants and donations.

ADJOURNMENT Michael Tannen moved to adjourn the meeting, Diane Allen seconded the motion, and motion passed on a voice vote. Adjourned at 8:09 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: Wednesday, August 21, 2013 at 6:30 pm in EPL Board Room