



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, October 30, 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, and Leora Siegel

Members Absent: Sandra Smith (on phone)

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins, Jill Schacter

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:34 pm.

Recognition of “Get Caught Reading” winners – Karen Danczak Lyons
The agenda for the meeting was changed so that the “Get Caught Reading” winners and their proud families could be saluted for their accomplishments without having to sit through an entire meeting.

The Library Director presented the awards for the first Evanston Public Library “Get Caught Reading” photo contest:

For photographers age 18 years and over

- First Place - Elizabeth Hansen for “City Girl”
- Second Place - Mike Roche for “Relax and Read”
- Honorable Mention - Petina Dixon-Jenkins for “Reading with Mommy”

For photographers under age 18

- First Place - Colin Lowman for “Reading on the Job”
- Second Place - Alison Tye for “The Actors’ Gymnasium Student Alison Gets in a Comfortable Position for Studying”
- Honorable Mention - Alice Curry for “On Top of a Van” (was unable to attend the meeting and received her award at the library earlier.)

The winners described the inspiration for their photos. The Trustees congratulated the winners and marveled at the spontaneity captured in the photos.

CONSENT AGENDA – Leora Siegel moved, and Diane Allen seconded, a motion to approve the September 3rd and 18th, 2013 meeting minutes, the bills list and payroll, and the Per Capita Grant application. Motion carried with unanimous roll call vote.

LIBRARY DIRECTOR'S REPORT (see attached report for full details) Karen Danczak Lyons noted two highlights from her report, drawing attention to the following:

In City discussions on the 2014 budget on October 21st, the City Administration asked that the Library expenses and revenues be reviewed one more time to confirm the final budget submission to the City prior to the vote on the tax levy in November. The Board scheduled a meeting specifically to review the finances one more time for Wednesday, Nov. 13th.

Seven EPL librarians were concluding their participation in the American Library Association/Harwood Institute that day, with plans for them to report to the Board at a future meeting what they learned about the Institute's new community engagement process for libraries.

STAFF REPORTS

Administrative Services and Financial Reports (Paul Gottschalk) –

A revised version of the Library's building reserves study has been submitted, and it will be reviewed in a Facilities Committee meeting at 6 p.m. on Monday, Nov. 4th.

Latoya Russell has been promoted to work at CAMS for 20 hours/week as a Branch Assistant.

BOARD REPORTS

Finance Committee (Leora Siegel) – The City of Evanston budgets a 2% “loss in tax collections” annually, and the Library may need to add 2% to its levy to provide for the average loss in payments.

Discussion followed on whether to add the 2% provision at all, and if doing so, whether to add it to the current budget submission or after the budget figures are confirmed/revised, per the City's request.

The Board decided to revisit that question in November.

Investment Committee (Leora Siegel) – The Library is in the 6th month of an 18 month process rebalancing the endowment by gradually increasing equity holdings to 55% of assets and reducing commodity holdings.

Development Committee – (Margaret Lurie) – Fund for Excellence has a new direct mail package and is mailing earlier this year. Board members received their letters for personalized messages.

Management Committee - (Margaret Lurie) – no meeting in the previous month.

Facilities Committee – (Benjamin Schapiro) – Next meeting November 4th at 6 p.m. to review the building reserve study.

Executive Committee – (Benjamin Schapiro) – no meeting in the previous month.

UNFINISHED BUSINESS -- none

NEW BUSINESS

A. Appeal of Suspension – Fernando Fontanez – Mr. Fontanez was not present to make his case, so the Board discussed the context of the appeal and deferred ruling on it in his absence (note: Mr. Fontanez called on 10/31 to say that he was unable to make the meeting because he was “extremely busy”.)

ADJOURNMENT Diane Allen moved to adjourn the meeting, Leora Siegel seconded the motion, and motion passed on a voice vote. Adjourned at 7:35 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meetings:

Special meeting to discuss the 2014 Budget - Wednesday, Nov. 13, 2013 at 6:30 pm in EPL Board Room

Regular Monthly Board Meeting: Wednesday, Nov. 20, 2013 at 6:30 pm in EPL Board Room

Library Director's Report
October 30, 2013

Foot traffic August, 2013:	Foot traffic September, 2013:
Main: 51,204	44,025
North: 5,097	3,614
CAMS: 4,774	4,129
Total: 61,075	51,768

Updates

- The Economic Development Committee approved funding of a 20 hour per week Librarian to relieve Kathleen Lanigan from desk duty. Kathleen will be providing instruction, programs and one-on-one reference for our small business and entrepreneurial patrons. We are working with the City of Evanston's Graphic Artist to create logo for this program newly titled "Next Chapter." We have created a special business classification for library cards to assist in tracking participation and usage of collections.
- 2014 Budget presentation to City Council on October 21st

<http://www.cityofevanston.org/assets/Evanston%20Public%20Library%202014%20Budget%20Presentation%20City%20Council%20October%2021%202013.pdf>

Two highlights: Per resident, the Library's expenditures would be 45% of the average of peer libraries. Per resident, the Library's tax levy would be 40% less than the average of peer libraries.

- Harwood Institute – Our 7 librarians are concluding their participation in the Harwood Institute today. We are meeting for a debriefing tomorrow morning and will share their observations and next steps at our November meeting.
- October 4th Press Conference on Central Street – Mayor Tisdahl commented upon the wonderful work of our Librarians.
- ILA Annual Conference – staff from a variety of departments attended and returned with new ideas.

Services and collaborations

- October 8th: Our Community Outreach Librarian organized the first Community Resource Day at Robert Crown. The event was a collaboration with Interfaith Action of Evanston, the Greater Chicago Food Depository and the City of Evanston. Evanston residents learned about health care, employment and legal help at a new event for the city Tuesday. The day also included an appearance by the Produce mobile, which has been coming to Evanston every month since December to distribute free fruits and vegetables to residents in need.

- October 8th: “Blackness When You Least Expect It: program had 80 attendees. Audience is eager for the next Humanities event, and was very receptive to hearing about August Wilson and the RACE exhibit. Great, diverse audience: lots of students but lots of older community members, nearly 50/50 black/white.
- The Youth Job Center hosted its annual fall job fair last Thursday, October 10, at the Evanston Public Library. 235 Job seekers attended the event.
- Latino Resources at CAMS report for May through August attached. Each month, the number of patrons served continues to grow.



May Aug 2013
Report.pdf

- City-School Liaison Committee - EPL will partner with District 65 and ETHS as they develop their first joint initiative: a community-wide reading and literacy effort.

Assessments, metrics and initiative results

- DVD processing update – we are now providing the newest DVDs to our patrons on the day that they are released publicly, thanks to the leadership of our Head of Technical Services, Tim Longo and outsourcing the processing of newly purchased DVDs.
- Interest in E-Books from current newsletter – social media continues to pique the interest of our patrons. In this week’s newsletter, the article on E-books has viewed more than any other item so far (by a ratio of 3 to 1 clicks).

Upcoming events of Note:

- Through her work with Erie Health Care, Jill Skwerski has arranged for two dates in November to provide bilingual Navigators to assist with registration for the Affordable Health Care Act.