



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

Wednesday, March 19, 2014  
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

**Members Absent:** none

**Staff:** Karen Danczak Lyons, 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 6:34 pm.

**CITIZEN COMMENT** - None

**CONSENT AGENDA** – Leora Siegel moved, and Michael Tannen seconded a motion to move item F (approval of Cooperative Computer Services agreement) from the Consent Agenda – motion passed unanimously in a voice vote.

**APPROVAL OF MEETING MINUTES and BILLS LISTS AND PAYROLL**

Susan Newman moved, and Vaishali Patel seconded, a motion to approve items A – E on the Consent Agenda – the minutes of the Nov 20, 2013; Dec 18, 2013; Jan 15, 2014; and Feb 19, 2014 regular Board meetings, as well as the bills list and payroll. The motion passed unanimously on a voice vote.

**CONSENT AGENDA** Item F – Approval of the Cooperative Computer Services Annual Agreement was discussed (EPL is one of 24 libraries part of the Cooperative). Leora Siegel moved, and Diane Allen seconded a motion to approve the renewal of the agreement. Motion passed unanimously on a roll call vote.

**INFORMATION/COMMUNICATIONS –**

Trustee Susan Newman reported that she is serving as the Library’s representative on the City’s Americans with Disabilities Committee.

Trustee Michael Tannen reported that he and Jill Schacter had met with representatives of the Evanston Public Library Friends and they are interested in being more involved with the Library, and in providing support for the Summer Reading Program.

## **LIBRARY DIRECTOR'S REPORT**

Director Danczak Lyons reviewed highlights of her monthly report (see report attached) including:

The success of the Frederick Malkinson family reception on March 8 at the library, honoring Dr. Malkinson on his 90<sup>th</sup> birthday, and demonstrating the EPL American History database purchased through a family donation in 2013. Mrs. Malkinson is interested in helping the library raise addition funds for other noteworthy projects.

The Library was well represented in Mayor Tisdahl's annual State of the City address at the Hotel Orrington on March 7, as well as nicely featured in the City's 2013 annual report.

EPL has hosted tax preparation services, helping patrons shave more than \$325,000 off their returns. Tax preparers will remain at EPL beyond March 31st. The Affordable Care Act navigators worked with 81 individuals to date and helped enroll 39 of them in new health insurance programs.

Director Danczak distributed copies of the Aspen Institute's "Dialogue on Public Libraries" and invited the Board members to share their reflections and suggested input with her for future Public Library Association discussions and responses to the Aspen report.

## **STAFF REPORTS**

- A. **YOUTH OUTREACH (Rick Kinnebrew)** – As he contemplated his retirement next week after 13 years serving as youth outreach library at EPL, Rick reported on the changes and learnings he's found most important in his tenure:

Outreach is best done with a community partner – Ex. School librarians, Evanston Community Foundation, and the library for the LEAP program. ECF funds the program, EPL trains the school librarians, and the librarians who need to work more with kindergarten children are better prepared to work with children who cannot yet read.

"Early Literacy" is now viewed and taught as "Every Child Read to Read," to incorporate the critical preparation for learning to read (and write) function that libraries, schools, and parents can foster.

The first floor Main Library Children's area renovation had a dramatic impact on attracting and encouraging children and parents to come to the library regularly. The beautiful, colorful, interactive and inviting space is now a favorite place for many Evanstonians from toddlers through early readers, and their parents and caretakers.

Rick's concluding recommendation was for the Library Board and staff to move boldly in the future, in large and small initiatives that will pay off in increased patronage, recreation and learning impact.

Director Danczak Lyons read a Thank You Proclamation to Rick on behalf of the Library Administration and Board, and Board members thanked Rick for his service. (See attached proclamation.)

A community-wide good bye party is scheduled for Rick at the Main Library on Weds, March 26, from 4-7 p.m.

**B. Administrative Services and Financial Reports** (Paul Gottschalk) – Paul referred the Board to the budget update in Tab 5 of their Board Package, and quickly reviewed the background for the \$207,000 deficit in 2013 – including increases in maintenance and natural gas expenses, unbudgeted payments to retirement accounts, and shortfalls in fundraising and City property tax revenues. EPL managers are taking more steps to monitor and control staffing and overtime charges, and to defer scheduled expenses in 2014 to better manage this year’s budget.

A number of positions continue to be open, as staff members are retiring or leaving for various reasons, including part-time workers moving to full-time positions in other organizations. Trustee Tannen asked if the Library conducts exit interviews to better understand why employees leave, and learned that that is standard practice.

North Branch will be closed briefly next week for asbestos abatement, preparatory work to the bathroom renovation scheduled for August. Bids are going out now for the renovation, and EPL received a matching grant to cover what is expected to be half of the cost of the project.

Evanston is installing a new financial system called “New World” so the Board will be seeing new operating reports over the coming months.

## **BOARD REPORTS**

**Finance Committee** (Leora Siegel) – None

**Investment Committee** (Leora Siegel) – None

**Development Committee** – (Margaret Lurie) – Trustee Lurie referred the Board to the Fund for Excellence 2013 annual giving report in the Board packet, and Marcy Jenkins, Administrative Assistant, reviewed highlights of the campaign. FFE’s final results totaled \$141,975 in contributions, up 12% vs. 2012, reflecting increases in the number of donors and their average donations. Committee-signed appeal letters generated 58% of the donors and 72% of the fund’s revenues, and details on the performance of Board members’ contact lists are available.

**Management Committee** - (Margaret Lurie) – The committee met earlier in the evening to review the EPL Policies and recommended that the Board approve the Services section with some proposed amendments for Outreach, the role of branch libraries, school borrowings, and Internet Availability which Paul Gottschalk read for the Board’s

consideration.

Discussion ensued on those recommended changes, as well as Facilities edits regarding alcohol, animals in the parking lot, and guns on library property -- and concluded with the recommendation that comments be returned to the committee for edits and consideration at the next board meeting.

**Facilities Committee** – (Benjamin Schapiro) – no report

**Executive Committee** – (Benjamin Schapiro) -- no report

## **NEW BUSINESS**

- A. **Library Director Evaluation Process (Benjamin Schapiro)** – President Schapiro reviewed details of the evaluation process and schedule and asked Board members to complete their evaluations and submit them to him electronically by March 31<sup>st</sup> so he has 7 days to compile the information before the April 7<sup>th</sup> Executive Committee meeting to discuss the results.

The entire Board will discuss the results in an Executive Session on April 23<sup>rd</sup>, consistent with Open Meeting Act provisions.

The June Board Meeting agenda will include a review of the how the evaluation process has worked for 2013 and 2014.

- B. **Approval of the Date Change for Staff Development Day (Karen Danczak Lyons)** – The Spring Staff Development Day had been schedule for April 11<sup>th</sup> however this date conflicts with spring break. Staff proposes changing the date and closing the Library from 8:30 am-1 pm, Friday, April 25<sup>th</sup>. The Executive Committee recommended approving staff development day change, and Susan Newman moved, and Sandra Smith seconded a motion to approve the process. Motion passed unanimously.
- C. **Donor and Volunteer Recognition Event** – (Karen Danczak Lyons) Requested Board's approval to hold the event Thursday, May 1<sup>st</sup>, 7-9 pm, necessitating closing the Main Library at 4 pm (rather than 9 pm) that evening. (Note – North Branch and Chicago Ave/Main Street are regularly closed Thursday, so their schedules are not affected.) Margaret Lurie moved, and Sandra Smith seconded a motion to approve the early closing. Motion passed unanimously.
- D. **Approval of the 2013 Illinois Public Library Annual Report (Paul Gottschalk)** Leora Siegel moved, and Michael Tannen seconded, a motion to approve the 2013 Illinois Public Library Annual Report. Motion passed unanimously in a roll call vote.
- E. **Creation of the Position of Board Liaison to School District 65 – (Benjamin Schapiro)** Recommended that a Board liaison to the Elementary School District 65 Board be appointed, at the suggestion of Michael Tannen. Michael Tannen moved, and Vaishali Patel seconded a motion to create the liaison position.

Motion passed unanimously in a voice vote.

- F. **Appointment of Board Liaison to School District 65 –(Benjamin Schapiro) –** President Schapiro asked Michael Tannen if he would like to serve as the liaison, but Trustee Tannen suggested that Vaishali Patel would be a better alternative, since her children are in District 65. Trustee Patel voiced her willingness to serve as the liaison, and President Schapiro asked her to consider the position, and he would make his formal appointment at the next meeting.

**ADJOURNMENT** Sandra Smith moved to adjourn the meeting, Vaishali Patel seconded the motion, and motion passed on a voice vote. Adjourned at 8:40 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

**Next Meeting: Wednesday, April 23, 2014 at 6:30 pm in EPL Board Room**

Library Director's Report

March 19, 2014

Foot traffic : January, 2014

February, 2014

Main:	40,029	38,824
North:	3,344	3,355
CAMS:	3,035	3,618
Total:	46,408	45,797

**Updates:**

- Supervising Librarian Heather Norborg provided the following description of one of our services: Did you know that the Evanston Public Library deposits books, free for the taking, at ten locations throughout the community, including train stations and residential communities?

Books, at a rate of approximately 500 a month, are selected from the Book Sale room, organized, labelled and packed into boxes, which are then delivered to the Free Book Distribution (aka "Deposit Collection") sites weekly.

Sites include the three train stations (Main, Davis and Central Street), the Civic Center and Robert Crown Center, and five residential and counseling centers.

Under the meticulous and good-natured coordination of Adult Services' Library Assistant Jeff Balch, and with the help of a cadre of volunteers, including interns from Have Dreams (a vocational and life skills training program for young adults with autism), the Free Book Distribution collection is yet another way the library is bringing our resources out into the community.

Thanks so much to Jeff, our volunteer coordinator Mary Kling, and the wonderful volunteers who make this program a success. We appreciate your hard work!

- Malkinson reception: On Saturday, March 8<sup>th</sup> Kathleen Lanigan joined me in welcoming the Malkinson family to a small reception in honor of Dr. Malkinson's 90<sup>th</sup> birthday. Kathleen provided a demonstration of the database purchased through the generosity of the Malkinson family. The family was impressed with the database and pleased to support the Evanston Public Library and our patrons who are interested in American history. The teachers and students of ETHS are especially interested in this database and usage is growing steadily.
- Meeting with Michele Hays: Following up on last month's Board meeting and discussion, I had an interesting and engaging conversation with Michele Hays. We discussed library service to residents in south Evanston and new ways to publicize our programs to non-users. We also

discussed possible locations beyond Ridgeville Park where EPL can bring programs to this area. I look forward to our continuing discussions.

- Mayor Tisdahl presented her annual State of the City address on March 7<sup>th</sup>. Among her remarks, the Mayor highlighted the creation of Next Chapter, our partnership with the Department of Economic Development and new efforts to support small businesses and entrepreneurs. In the 2013 Annual report please note the section on the work of the Evanston Public Library (copies provided).
  - The Perennials store will vacate the space this month. We have begun working with the Department of Economic Development to advertise the upcoming availability of the space for lease. We are seeking a compatible, tax paying tenant whose business will complement the work of the library.
- Public Library Association National Conference:

Among the highlights of the Public Library Association (PLA) conference last week: participation in the review and discussion of the Aspen Institute's "Dialogue on Public Libraries" (copy distributed at the Board meeting).

It is my pleasure to Chair the PLA Leadership Development Committee which presented and facilitated the day long pre-conference titled "Creating and Sustaining a Culture of Innovation." At a future meeting, I will share the presentation in detail and facilitate a visualization exercise with the Board.

**Assessments, metrics and initiative results:**

- Our collaboration with Connections for the Homeless, Inc. will continue as their Affordable Care Act Navigators will offer their services to register qualified residents for Medicaid even after the March 31<sup>st</sup> deadline for the first registration period closes. To date they have provided 51 hours of service, distributed between all 3 library locations and enrolled 39 residents, while advising 84 individuals on the nuances of the program.

**Services and collaborations:**

- Next Chapter update: The calendar of programs was revealed earlier this month and interest continues to grow.
- Tax Preparation services have been very well received. At the half way point, 151 taxes were filed with a total of \$322,935 returned back to the community.
- Dewey Kindergarten donation: Kindergarten students from Dewey Elementary School studied Neighborhoods and Community Helpers in February. In the process, they proved to be great helpers themselves. On Thursday, February 20, approximately 80 Kindergarteners and their teachers visited the Evanston Public Library and presented a check for \$205, all raised during their Dime Drive.
- The Annual Evanston Day in Springfield was held on Wednesday, February 26. I was pleased to represent the Evanston Public Library and speak with Senator Biss about legislation of interest to the library on the topics of Internet filtering and the Freedom of Information Act.

- We hosted the first Joint staff meeting with leadership from the Parks, Recreation and Community Services Department. Our Harwood team facilitated group exercises.
- The 2014 Adult Spelling Bee will be held on May 31<sup>st</sup> at Fleetwood Jordain. We are partnering with the Levy Center and Parks and Recreation to provide the event for the second time.

**Upcoming events of note:**

- All are welcome to a retirement party for "Mr. Rick" on March 26 from 4-7 pm in the Community Meeting Room.
- National Library Week is April 13<sup>th</sup> – 19<sup>th</sup>. We will be distributing a user satisfaction survey during the week and will share the results.