

MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, May 21, 2014
6:30 PM



Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Margaret Lurie, Susan Newman, Vaishali Patel, Michael Tannen, Benjamin Schapiro, and Leora Siegel

Members Absent: Tori Foreman, Sandra Smith

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins, Wynn Shawver

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:36 pm.

CITIZEN COMMENT - none

CONSENT AGENDA – Approval of minutes of April 23, 2014 Regular Meeting and Bills List and payroll.

Margaret Lurie moved, and Vaishali Patel seconded, a motion to approve the April 23rd minutes and the Bills Lists and Payroll -- the motion passed unanimously in a voice vote.

INFORMATION/COMMUNICATIONS –

Library Liaison with District 65 -- Vaishali Patel reported on attending the first District 65 Board meeting with the new School Superintendent; she plans to attend additional meetings through the summer to learn how the Library can work more closely with the local elementary schools.

Illinois Library Association – Leora Siegel has been serving as the Treasurer for the ILA for the past year, and has agreed to continue for the next fiscal year, which runs from July 1, 2014 – June 30, 2015. The ILA will be hosting a Trustee Development Day at the October annual conference in Springfield, which Ms. Siegel recommends for interested EPL Board members.

Evanston Bike Club – Benjamin Schapiro announced that the Evanston Bike Club is contributing \$2,000 for EPL to purchase a cargo bike (aka “book trike”) to be used to display books at events around the city as part of the Library’s outreach programming and services. The bike will be equipped with a special electric motor to assist in pedaling when necessary, and it will be purchased from a local dealer. Trustee Schapiro is an avid biker and a member of EBC. The Trustees expressed their thanks for such a creative and generous donation.

LIBRARY DIRECTOR’S REPORT

Director Danczak Lyons introduced Wynn Shawver, the new EPL Development Officer, who joined the staff on April 30th.

Director Danczak Lyons then reviewed highlights of her monthly report (see full report attached) drawing the Boards special attention to the following items:

- Library card amnesty program in 2013 offered fee and fine “amnesty” for 4,039 cardholders, and reopened 879 accounts, of which 786 are currently in good standing.
- Tax preparation – The Center for Economic Progress volunteers volunteered 1,035 hours and assisted 373 households in filing 2013 (and earlier) tax returns, resulting in \$521,314 in tax refunds to the residents.
- National Library Week survey highlights – The second annual survey again indicated a high degree of satisfaction with the library’s staff and services, with an increased in the % of respondents who visit the (physical) libraries at least once a week, who access the library online frequently, and who learn about programs through the EPL newsletter.
- Health Information Desk & Resource Center – Discussions are underway to explore a partnership between EPL and the Skokie Public Library, the City of Evanston’s Health Department, and staff from the Erie Health Center and Northwestern University.

STAFF REPORTS

- A. **Administrative Services and Financial Reports** (Paul Gottschalk) – Staffing – three offers were accepted for open positions this week (two of the three accepting candidates were internal candidates, opening up their positions), and there are currently two full time openings for librarians and 1 part-time librarian position open.

Facilities – Work continues on collecting competitive bids for North Branch renovation – expect the Facilities Committee to meet and give recommendation for contractor in June meeting.

BOARD REPORTS

Finance Committee (Leora Siegel) – no report

Investment Committee (Leora Siegel) – no report

Development Committee – (Margaret Lurie) – Didn’t meet in past month, but the Committee and Board attended the Donor/Volunteer Recognition reception held at the Main Library May 1st.

Management Committee - (Margaret Lurie) – The committee did not meet, but the group considered Director Lyon’s recommendations for a Tuition Reimbursement Policy.

The committee recommended approving the policy, as described by Director Lyons as:

- Limited to students in an ALA accredited Masters of Library Science program, studying to become a public librarian
- Capping annual reimbursements at \$5,200 per student
- Tying reimbursement to grades (100% for an “A”, 75% for a “B”, 50% for a “C” and nothing below a C) and prorating reimbursements to course costs for an Illinois State School program

- Requiring students to work at EPL for two years following the Library’s investment in their education.

The program has been budgeted at \$20,000 for the first year, and funded from part of the 2013 George Ariffe donation approved to be used for staff development.

Diane Allen moved, and Michael Tannen seconded, a motion to approve the policy; motion passed unanimously in a roll call vote.

Facilities Committee – (Benjamin Schapiro) –

- 1) Approval of the Library Capital Plan – The Board reviewed the details of the 5-year plan, paying particular attention to:
 - The items presented in Dec. 2013 and included in the 2014 Budget (for weather proofing, air conditioning, North Branch “toilet room” renovation, and fire sprinkler service).
 - The \$2.5 million estimate for a branch library in the Robert Crown Center expansion is currently serving as a placeholder while details for the site are still at early planning stages.

Discussion clarified the “exploratory/tentative” nature of the plan – that years 2015 – 2018 financials and line items are projections made with the best information currently available on the library’s various properties, to provide information for future budgeting, and funding/borrowing discussions.

By approving the plan, the Board and Library are not committing to budgeting and funding specific components of the Library Capital Plan. Responsibility for all funding will be the subject of deliberations between the Library and the City flowing from the Memorandum of Understanding between the Library and the City of Evanston.

Diane Allen moved, and Benjamin Schapiro seconded the motion to approve the capital plan. Because the expenditure of money was not implicated by this motion, it passed unanimously in a voice vote.

- 2) Approval of the Lease Renewal with National Able Network – Director Danczak Lyons explained that National Able Network has been an excellent tenant, running programs for the Library for years, and she recommended that the Board approve a one-year extension of NAN’s lease at the same rate and terms as last year’s lease.

Leora Siegel moved, and Susan Newman seconded a motion to approve the renewal. Motion passed unanimously in a roll call vote.

Executive Committee – (Benjamin Schapiro) – The Committee met in a closed Executive Session on a Personnel issue subject to the Open Meetings Act.

Nominating Committee (Margaret Lurie) – Committee comprised on Directors Lurie, Patel, and Smith recommended a slate of officers to be voted on in the June Board meeting, and to assume offices as of July 1, as follows:

President – Michael Tannen
Vice President – Sandra Smith
Secretary – Margaret Lurie
Treasurer – Diane Allen

Transition Committee -- As appointed by the Mayor, Director Danczak Lyons and Trustees Allen and Tannen met April 1 with Aldermen Fiske and Tendam, and City Manager Bobkiewicz, to continue work on the transition process and Memorandum of Understanding between the Library and the City.

Director Danczak Lyons asked the Board to approve submitting a two-page draft of a revised Memorandum of Understanding to the full Transition Committee.

Michael Tannen moved, and Leora Siegel seconded a motion to direct Ms. Danczak Lyons to submit the agreement to the rest of the Committee. Motion carried unanimously in a voice vote.

NEW BUSINESS

A. **Board Development** (Karen Danczak Lyons) – Director Danczak Lyons distributed a list of what has been done since 2012 for Board Development – and suggested options for future development activities, including:

- Scheduling an outside “guest expert” presentation on a specific topic to discuss at each, or every other, regular Board Meeting,
- Using RAILS short (13-20 minute) information videos (available Fall of 2014) that members could view at their convenience and then discuss at a meeting,
- Continuing to have staff members report on ongoing library practices and procedures at regular Board meetings.

Each of the options appealed to the Board members, and Director Danczak Lyons will follow up with future programs.

B. **Process for Approving Executive Session Minutes** (Karen Danczak Lyons) -- On a semi-annual basis, Executive Session minutes are to be reviewed by the Board, and then either released (and posted on the website) or retained (to keep private).

Ben Schapiro moved to approve a process of reviewing and releasing/retaining them every June and December meeting, Vaishali Patel seconded the motion, and the motion passed unanimously in a voice vote.

C. **Storytelling Festival** (Karen Danczak Lyons) – The Director will be working with Susan Stone, a former EPL Board Member, and a committee of staff and community volunteers interested in hosting a Friday night – Sunday Fall 2015 Storytelling Festival.

Leora Siegel moved, and Diane Allen, seconded the motion to proceed with the planning and grant writing for the program. Motion passed unanimously in a voice vote.

D. **Closed Session** - Personnel -- Benjamin Schapiro read the official rules for a Closed Executive session, and then moved to have the Board convene into a Closed Executive

Session, consistent with the Open Meetings Act policies for discussing personnel decisions. Margaret Lurie seconded the motion. Motion passed unanimously in a roll call vote, and the Board moved into an Executive Session at 8:20 p.m.

After moving back into open session, the Board, by unanimous roll call vote, approved Karen Danczak Lyons' contract for the 2014-2015 year (attached).

ADJOURNMENT - Trustee Siegel moved the adjourn the Board meeting, Trustee Patel seconded the motion. Motion passed on a voice vote. The meeting adjourned at 9:05 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: Wednesday, June 18, 2014 at 6:30 pm in EPL Board Room

Library Director's Report
May 21, 2014

Foot traffic:	March, 2014	April, 2014
Main:	46,987	44,788
North:	4,148	3,355
CAMS:	4,377	3,618
Total:	55,512	53,476

Website visits in April: 48,662

Boopsie users since launching April, 2013: 3,412 users submitted 258,940 queries

Robert Crown: books circulated to children during April: 94

Updates:

All Staff Day: Thanks to Michael Tannen and Vaishali Patel for joining us on April 25th. The staff participated in Harwood discussions and shared their thoughts on aspirations for the Evanston Public Library and resources needed. Jan, Renee and Jill Skwerski did a great job of facilitating and capturing the thoughts shared. Staff then spent time together within their teams to discuss issues. Feedback from staff was positive. We will continue our conversations internally and return to the themes developed during this day.

Recognition of work on Evanston 150: Work on the Evanston 150 projects was recognized at a volunteer recognition ceremony.

Donor Recognition: We had a lovely evening on May 1st and I hope that everyone had a wonderful evening. Ina will return to EPL to provide a public program and sign books this year – details to be finalized. Thank you to everyone involved in making the evening a success including Marcy Jenkins, Linda Patchett, our team from Maintenance, Lea Hernandez-Solis' entire family and the Administrative Team and volunteers who transformed the lobby in a few hours. With the Board's support, we are looking forward to making this an annual event.

CAMS: As part of the series of science programs at CAMS, chicks were hatched and welcomed by many of our littlest patrons. After a brief stay at the branch, the chicks have been returned to the farm.

Assessments, metrics and initiative results:

Library card amnesty results, one year later: 4,039 accounts received amnesty (2007 received postcards). 879 of these patrons are currently active patrons; 93 (or 10.6%) are now blocked again due to fines in excess of \$10.00 or lost/missing items.

Tax Preparation: The Center for Economic Progress volunteered 1,035 hours as they assisted 373 households file tax returns. A total of \$521,314 was returned to our residents thanks to their efforts. I have had a debriefing meeting and we plan to provide tax preparation at EPL in 2015. I have also asked the Center to consider providing free programs for our patrons on financial planning topics of interest.

2014 National Library Week Survey Highlights: For the first time we asked for demographic information from survey participants – 70% female, 33% retired, 55% hold a graduate degree. Satisfaction with service (98%) and helpfulness of staff (97%) remain high. Increase in the number who visit the library at least weekly (73% - up from 60% in 2013.) More patrons are learning about programs through our newsletter. Satisfaction with materials rating of 88% is an area we continue to focus upon.

Services and collaborations:

Gale Online Learning: This new public library sponsored online product offers adults a new way to receive their high school diploma. Along with online classes, students are paired with a mentor to encourage and guide their work. While this new product is being marketed to public libraries, I have had conversations with the Superintendent of ETHS, staff from Oakton Community College and the Director of our regional library system RAILS to explore their interest, gauge the needs they perceive and consider ways to collaborate. More to come as discussions continue.

YMCA redevelopment of their teen lobby: Renee Neumeier and I were invited to participate with the YMCA and other community members as they explore the redevelopment of their teen lobby into an interactive space patterned after the Chicago Public Library's YouMedia program.

Hirschfield Poetry Contest : Over 120 poetry lovers joined us on May 4th to honor the winners of the 36th Annual Jo-Anne Hirshfield Memorial Poetry Contest. Illinois' Poet Laureate was this year's judge. He was impressed with the quality of the poetry submitted and the talent of our youngest poets. The winning poems will be posted on his website. Special thanks to our staff members including Laura Hirschfield (and her family) for sponsoring the contest, Lea Hernandez – Solis for organizing the endless details of the contest and reception from beginning to end and Lesley Williams who shares the welcoming and reading duties with me at the reception.

On The Table: Wynn Shawver and I participated in a breakfast conversation convened by Representative Robyn Gabel as part of the Chicago Community Trust's community conversation initiatives convened on May 12th.

Health Information Desk and Health Resource Center: Along with our colleagues at Skokie Public Library and the City of Evanston's Health Department and staff from the Erie Health Center and Northwestern University, we are exploring ways to collaborate and provide health information to patrons.

Northwestern is interested in providing students to staff a Health Information Desk at the Evanston Public Library. We are excited about the possibilities and will provide additional information as

conversations continue. Issues such as location of the desk and when students refer patrons to a Librarian for reference assistance are under discussion. Long term sustainability and ways to assess results are also important concerns.

Two-Generation Graduation Ceremony: The first cohort of the Two-Generation program graduated yesterday evening. The support of the Evanston Public Library was recognized during the ceremony. EPL provide space for the training sessions, work force development and reference related content and negotiated with National Able Network to allow some instruction in the WorkNet Lab. While pre-school children were engaged at various Early Childhood partner locations, the Moms received instruction, coaching, encouragement and mentoring.

Upcoming events of note:

Spelling Bee on May 31st: Witness this exciting day of competitive linguistic challenges replete with the thrill of victory and the agony of defeat. Fleetwood-Jourdain Theatre, Levy Senior Center and Evanston Public Library are hosting the State of Illinois Senior Citizen Spelling Bee Competition. In 2013, a local senior went to the regionals and then the State Finals in Springfield. Connie Heneghan and Barb Levie are key members of the committee producing this event.

Harwood Community Conversations for our residents: On May 28 at 7:00 pm, another community conversation will be facilitated at Fleetwood-Jourdain Community Center. To date, two conversations have been held: on Thursday, May 8 (5 participants), at 10 am or Sunday, May 18 (15 participants).

Affordable Care Act Navigators at the main library: An ACA navigator from Connections will be available for enrollment assistance and information about insurance coverage options. Saturdays, May 17 and June 21, 10 am - 4 pm, Main Library, 1703 Orrington Ave.

Excerpts from Patron feedback:

- One of my former Young and the Restless students, came in with her nanny today to say hi to me and to use the library.

I hadn't seen her in a while and asked how things were. She said that XXXXX is already in early preschool at the Y. Her teachers were unsure, looking at her, if she was old enough, but her nanny said that XXXXX surprised them! She knew exactly all about circle time, all about playing with materials with others around and was very self-possessed. The nanny said that this is all because of coming to the childrens' room regularly and attending Y&R (Young & Restless) every week! I had not previously thought about how Y&R can prep for preschool -- isn't that a nice comment?

It is nice to know that even for a 2-3 year old, we can help with prepping for school.

- I have had a very busy week, but woke up kicking my self that I did not make it to the program last night on the Chicago Black Renaissance. I just want to drop a note to thank you for the

amazing work you are doing, and to underscore its import. I am particularly talking about adult and children's programming, though from my perspective, your work with the collection - and your peaceful resolution of the south branch - should be lauded in the streets!

Of all that has happened in my thirty years in Evanston, I might be proudest and most encouraged by the electricity, the power and the lasting impact of the first August Wilson play reading and discussion. It is hard to describe the ripple effect for high school kids to see a library say out loud that "African American History MONTH" is clearly a ridiculous concept, and that African American culture is our culture. The "Eleven Months" aspect is wonderful, and groundbreaking. But to see scholars, teens, citizens, all excited by a citizen-reading of the play was just an amazing sight.

The book clubs, the panels, the speakers - it is sometimes hard to keep up, and wonderful opportunities sometimes pass me by. But know your work is amazing, and know that it contributes - and often leads - to our community's being the remarkable place we are - not afraid to have the hard conversation, honoring the richness of all cultures, assuring that scholarship is central to our lives.

So thank you!

- Please know that I thank you for your kind words, for crafting such a wonderful poster, and for making the lecture a pleasant and intellectually rewarding experience. I really did feel that the audience at the Evanston Public Library was engaged in the subject matter. I appreciated Leslie's introduction and support for the entire series.

The questions and testimonies, all appreciated, enriched the conversation about The Black Chicago Renaissance.

It is always more fun and when we learn from each other. I am really delighted that Marshanda was able to make such a well-received BCR Power Point and thank her for her Research Contribution.

Again, thank you, (The Evanston Public Library and the Kaplan Humanities Institute) for sponsoring our participation in this year-long conversation.

- Thank you so much for putting together a terrific program of Poetry on May 4th at the main library. My daughter, XXXXXX, was one of the readers in the elementary category. She (and her siblings and proud parents) got so much out of the event--hearing the other poets read and listening to Kevin Stein speak about poetry and art. It was the best way to spend a Sunday afternoon-- appreciating art and opening windows into other peoples worlds.
- Anna Dewdney (author) visit stats:

Because we all have inquiring minds and want to know how many people were standing in the lobby waiting.???? I counted 51 children and 30 adults = 81. Woot!!! Robin was in the back of the room and counting, she may have seen more.

The Book Stall was also terrific, selling books, but I did hear one little guy telling another little guy, whose mom couldn't buy him a second book, "Don't worry, you can borrow it from here. This library is the best, they have everything!" Yay us!

**EMPLOYMENT AGREEMENT
BY AND AMONG
THE EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
AND
KAREN DANCZAK LYONS**

THIS AGREEMENT is made and entered into by and among the **Evanston Public Library Board of Trustees** (the "Board" or "Employer") and **KAREN DANCZAK LYONS**, an individual ("Employee" or "Lyons"). Collectively the Board and Employee shall be referred to herein as the "Parties".

WHEREAS, the Board desires to employ the services of Lyons as the Library Director of the Evanston Public Library (the "Library"), City of Evanston, Illinois; and

WHEREAS, the power of appointment for Lyons is vested in the Board; and

WHEREAS, the Parties believe this document will be of assistance to describe their relationship, to serve as the basis of effective communication between them, and to describe certain terms and conditions of employment,

NOW THEREFORE, the Parties hereby agree as follows:

1) **Duties.** The Board hereby employs the Employee to perform such functions and duties of Library Director as assigned by the Board. The Employee shall, under the direction of the Board, be the administrative head of the Evanston Public Library and shall be responsible for the efficient administration of the Evanston Public Library. The Employee agrees to remain in the exclusive employment of the Employer until her employment terminates and neither to accept other employment nor to become employed by any other employer until after said termination date and then, only in accordance with the rules established by the Board. The term "employment" shall not be construed to include occasional teaching, writing, or consulting performed on Employee's time off.

2) **At-Will Employee.** The Employee is employed at the pleasure of the Board and may be terminated at will by the Board at any time with or without hearing or other termination process. The Employee's employment commenced on April 16, 2012. THE EMPLOYEE IS AN AT-WILL EMPLOYEE; THIS DOCUMENT DOES NOT CREATE A CONTRACTUAL RELATIONSHIP. THE EMPLOYEE'S EMPLOYMENT IS TERMINABLE BY EITHER THE EMPLOYER OR THE EMPLOYEE FOR WHATEVER REASON OR NO REASON AT ALL. This agreement is of an indefinite term subject to the Parties' ability to terminate the Employee's employment.

3) **Salary.** The Employer agrees to pay the Employee for her services rendered pursuant hereto an annual base salary of

One Hundred Forty-Six Thousand Two Hundred and Forty-Five Dollars (\$146,245.00) effective April 21, 2014. No later than April 2015, the Employee's salary

will be renegotiated for more beneficial terms but may not be reduced. Salary shall be payable in installments at the same time as other employees of the Employer are paid. In addition to the base salary, the Employer shall pay on the Employee's behalf an annual deferred compensation of Five Thousand Nine Hundred Dollars (\$5,900.00) to a qualified tax deferred plan.

4) ***Performance Evaluation.*** The Board shall evaluate and assess in writing the performance of the Employee at least once a year during the term of this contract. This evaluation and assessment shall be reasonably related to the job description of the Library Director and the goals and objectives of the Board for the year in question. The President of the Board, or his or her designee, shall provide the Employee with a written summary statement of the findings of the Board and shall provide a reasonable opportunity for the Employee to discuss her evaluation with the Board. The written summary shall include recommendations as to areas of improvement in all instances where the Board deems performance to be unsatisfactory.

5) ***Vacation and Other Benefits.***

(a) ***Vacation.*** The Employee shall accrue vacation hours, based upon hours worked, according to the Employer's Personnel Policies for non-represented employees of City general government and any relevant amendments thereto. Employee shall accrue vacation bi-weekly based upon an annual accrual of twenty (20) work days per year.

(b) ***Floating Holidays.*** The Employee will be entitled to six or seven floating holidays, depending on the day that Christmas falls per calendar year.

(c) ***Holidays and Sick Leave.*** The Employee will accrue sick leave at the rate of one full sick day for every month. The Employee will also be entitled to receive paid holiday benefits including New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas, and depending on which day of the week it falls Christmas Eve as well.

(d) ***Retirement.*** Library employees working more than half-time are required by state law to participate in the IMRF pension plan. The employee contribution to the plan is 4.5% of the Employee's salary, on a bi-weekly, pre-tax basis. The Library's contribution varies each year based on actuarial evaluations. Disability benefits are provided by IMRF after one year of employment.

(e) ***Insurance.*** The Employer shall provide the Employee such group medical-dental-vision insurance and group life insurance in the same amounts and on the same terms and conditions as the City provides to non-represented employees of the City general government, and shall make such partial payment toward the premiums of such insurance as it does for non-represented employees of the City's general government. The City may change insurance, reduce the Employee's insurance

coverage or reduce any premiums paid by the City towards the Employee's coverage provided that any such changes apply in general to other non-represented employees of the City's general government. The Employee shall pay all premiums in excess of the Employer's payment.

(g) *Other Eligible Benefits.* The Employee is also eligible to participate in several other benefit programs, to which no Employer contribution will be made unless specified by this agreement. The following benefit programs are available to you:

- i. ICMA Deferred Compensation and Roth IRA benefits;
- ii. Credit Union;
- iii. CTA/RTA Transit Program; and
- iv. Bright Start Program.

6) ***Expenses.***

(a) *Automobile.* Employee will utilize Employee's private vehicle in the course of her duties. Employee will be responsible for all maintenance, repair, insurance, and fuel for said vehicle. The Employer agrees to pay the Employee Six Hundred Dollars (\$600.00) per month as an automobile allowance for her private vehicle.

(b) *Business Expenses.* The Employer shall pay or reimburse the Employee for reasonable business expenses to the extent budgeted and approved by the Board.

(c) *Professional Expenses.* The Employer shall pay or reimburse the Employee for reasonable professional dues, including personal memberships in the Public Library Association and the Illinois Library Association, and subscriptions and reasonable travel and other expenses for professional meetings, seminars, and other professional development activities to the extent budgeted and approved by the Board up to \$5,000.00 annually.

(d) *Laptop.* The Employer will provide the Employee with a laptop computer to use for conducting the Employee's professional responsibilities as the Library Director.

(e) *Cell Phone Expenses.* Employee will utilize Employee's private cell phone in the course of her duties. Employee will be responsible for all maintenance and repair for said device. The Employer agrees to pay the Employee One Hundred Dollars (\$100.00) per month as a cell phone allowance.

(f) *Parking.* The Employer will provide the Employee with free parking.

(g) *Overnight Accommodations.* The Employer will provide the Employee with a per diem of up to Two Hundred Dollars (\$200.00) for meals and lodging for those occasions when the Employee deems it is advantageous for her to stay overnight in Evanston for Library business-related reasons. The Employer will reimburse the Employee for these expenses after she submits expense receipts. The Employee will be reimbursed for no more than five (5) overnight stays per calendar year.

7) *Indemnification.* The Library agrees to defend, hold harmless, and indemnify the Employee from any and all demands, claims, suits, actions, and legal proceedings brought against the Employee in her individual capacity, or in her official capacity as agent and employee of the Library, provided the demand, claim, suit, action, or legal proceeding arises from an incident occurring while the Employee was acting within the scope of her employment and excluding acts of gross negligence, willful misconduct, criminal litigation, claims for fraud and dishonesty, and administrative and disciplinary proceedings against the Employee. The Library shall have the option, within its sole discretion, to settle or litigate the matter as it determines. In no case, will the individual Board members be considered personally liable for indemnifying the Employee against such demands, claims, suits, actions, and legal proceedings.

8) *Bonding.* The Library shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

9) *Amendments.* The Board, after consultation and mutual agreement with the Employee, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Evanston City Code, Illinois Library Laws or any other law.

10) *Notices.* Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(a) BOARD Evanston Public Library Board of Trustees
 Attn: Board President
 1703 Orrington Avenue
 Evanston, IL 60201

(b) EMPLOYEE Evanston Public Library
 Attn: Karen Danczak Lyons
 1703 Orrington Avenue
 Evanston, IL 60201

Alternatively, notices required pursuant to this Agreement may be served personally in the same manner as is applicable to civil judicial practice. Notice shall be deemed

given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

11) **General Provisions.**

(a) The text herein shall constitute the entire Agreement between the parties.

(b) This Agreement shall be binding upon and inure to the benefits of the heirs at law and executors of Employee.

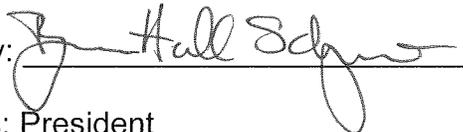
(c) If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

(d) The laws of the State of Illinois shall govern the construction, validity, performance, and enforcement of this Agreement. Venue as to any action, claim, or proceeding arising out of, or based upon this Agreement, including, but not limited to, any action for declaratory or injunctive relief, shall be the appropriate Court sitting in State or Federal Court in Illinois.

12) **Effective Date.** The Agreement shall become effective upon execution by all parties.

IN WITNESS WHEREOF, the Library Board of Trustees and Karen Danczak Lyons has caused this Agreement to be signed and executed in its behalf by the appropriate persons, on dates set forth above.

LIBRARY BOARD OF TRUSTEES

By:  Date: 18 Jun 2014

Its: President

Print Name: Benjamin Schapiro


KAREN DANCZAK LYONS

By: 17 June 2014 Date:

Addendum

Suggestion from Robert Bush from Ancel Glink on April 9, 2013:

One comment relates to the provisions of Section 5 which deals with vacation and other benefits. The intent here was to give Karen the same benefits provided to other Library employees. These people were all employees of the City and, therefore, there are several references to the City. It should be made clear these other people are also employees of the Library and reference the Library's personnel manual, or more specifically note that Karen is entitled to those benefits provided by the City of Evanston to its full-time employees (those not subject to collective bargaining agreements?). Please let me know if you'd like me to rewrite those provisions – you can probably do it in-house once its decided what the base group is to which Karen's benefits are to be compared.