



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

Wednesday, June 18, 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 – Approval of May 21, 2014 Meeting Minutes and Bills List and Payroll

Ben Schapiro requested the minutes be removed from the consent agenda for revisions.

Sandra Smith moved, and Leora Siegel seconded, a motion to approve the Bills Lists and payroll -- the motion passed unanimously in a roll call vote.

Ben Schapiro moved, and Margaret Lurie seconded, a motion to approve the minutes of the May 21, 2014 Regular Meeting as amended to include the Library Director's employment agreement as approved at the May 21st meeting. The motion passed unanimously in a voice vote.

INFORMATION/COMMUNICATIONS –

Recognition of retiring Trustee Susan Newman – President Schapiro read a proclamation thanking Trustee Newman for her years of service from 2008 – 2014, a period during which the Library Fund model of governance was adopted by Evanston Public Library and the City of Evanston, and many other changes required sustained time and effort by the Board. (A copy of the proclamation is included in these minutes).

Director Danczak Lyons presented Trustee Newman gifts to commemorate the occasion, including a framed book plate, a photo of the current Board from a recent event, and a book on Public Libraries that will be added to the library collection in Ms. Newman's honor. Trustees commented how Susan served during a critical period of

EPL's history and how she was instrumental in the adoption of the new model of funding and governance.

Recognition of Exec Committee Members – Director Danczak Lyons recognized the service of President Benjamin Schapiro and Treasurer Leora Siegel, two Board Members who have served on the Executive Committee for the past two years, and are rotating off the Committee when new officers are installed in July.

LIBRARY DIRECTOR'S REPORT

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

- The draft Memorandum of Understanding will be considered a working draft until it is presented to the City Council on July 14th.
- Wednesday, June 18th was declared “National Making Day” by President Obama, and in celebration of the day, the Library held a pop-up “making station” in the lobby of the Main Library. Twenty-five people of all ages stopped by to make paper airplanes and have fun.
- In partnership with Family Focus, the Library is participating in a new “Baby Bucks” punch card program designed to encourage families with children aged 0-3 years to use the Library and promote literacy. Every time a family receives 10 punches to their card for participating in 10 library activities or events, they can redeem the card at Family Focus for items from a “store” stocked with diapers, formula, personal hygiene items, and a few clothing items.
- On June 12th, the Library Director and Alderman Peter Braithwaite hosted a meeting for the Spanish-speaking community to discuss library services provided in Spanish. Another session will be arranged in the fall to continue publicizing city services to the Spanish-speaking residents.
- Director Danczak Lyons has been asked to serve as chair on the ALA Presidential Committee transition team, which will primarily involve conference calls and virtual meetings, but will be kicked off Labor Day weekend with meetings in Cleveland, OH, which would coincide with a scheduled budget review. The Board agreed that if necessary, the meeting of Wednesday, Sept. 3rd could be rescheduled, as it is not an official monthly meeting, and it may even be unnecessary if budget discussions are completed in earlier planning sessions.

STAFF REPORTS

- A. **Administrative Services and Financial Reports** (Paul Gottschalk) – Personnel -- Mr. Gottschalk reported that the Library is currently recruiting for five open positions, created in part by promotions of current employees.

BOARD REPORTS

Finance Committee (Leora Siegel) – No meeting was held.

Investment Committee (Leora Siegel) – Information on the current investments was sent out this week and appear to be in good order.

Development Committee – (Margaret Lurie) – no meetings or activities to report

Management Committee - (Margaret Lurie) – no meetings or activities to report

Facilities Committee – (Benjamin Schapiro) – Approval of construction contract for North Branch Toilet Room Renovation.

Trustees Michael Tannen and Ben Schapiro met with staff to discuss two bids for the North Branch toilet room construction project, and the committee voted to recommend for approval the bid from Construction Consulting and Disbursement Services (CCDS) (5836 Lincoln Avenue, Morton Grove, IL 60053) in the amount of \$66,900.00 for the construction of the two toilet rooms at the North Branch of the Evanston Public Library.

Margaret Lurie moved, and Diane Allen seconded a motion to approve the proposal from CCDS in the amount of \$66,900 for toilet room construction at North Branch. The motion was approved in a unanimous roll call vote.

Executive Committee – (Benjamin Schapiro) -- no meetings or activities to report

District 65 Liaison-- (Vaishali Patel) – The June District 65 Board meeting was canceled, but Trustee Patel plans to attend the August meeting, pending its final schedule, and to continue in the Fall as the Library’s liaison.

UNFINISHED BUSINESS - none

NEW BUSINESS

- A. Election of Board Officers – Margaret Lurie, chair of the Nominating Committee, read the proposed slate of officers for July 1, 2014 - June 30, 2015:

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

Leora Siegel moved, and Susan Newman seconded, a motion to elect the new Board Officers by acclamation. Motion was approved unanimously.

- B. Changes in Checkout Limits Enacted by CCS Consortium -- Director Karen Danczak Lyons recommended a proposed change to increase the maximum number of items a library patron can check out at any one time to 150, up from 75; and increase the number of items Chicago residents using EPL can check out as well. These threshold adjustments reflect the work of the Equitable Access Taskforce of CCS and recent policy revisions by the Chicago Public Library.

Other libraries in the consortium have already, or will be increasing their limits as well. The change would be effective and implemented in July, and is designed to help avoid temporarily blocking the cards of heavy users who return a stack of books and materials and then attempt to check out more materials before their returns are processed in circulation. (This most often happens to families with children who check out a lot of board books and videos on one card.)

Leora Siegel moved, and Sandra Smith seconded, a motion to approve the change; motion passed unanimously in a voice vote.

Closed Session – Review and Approval of Closed Session Minutes – President Schapiro read the official rules for a Closed Executive session, and then moved to move the Board into a Closed Executive Session, consistent with the City's policies for discussing personnel matters. Leora Siegel moved and Sandra Smith seconded the motion. Motion passed unanimously in a roll call vote, and the Board moved into an Executive Session at 7:34 p.m.

At 7:49 pm, the Board reconvened into open session.

Motion by Vaishali Patel, second by Sandra Smith – approval of the closed sessions minutes from the meetings of March 20, 2013, April 10, 2013, May 15, 2013, and May 21, 2014. Approved unanimously on a roll call vote.

President Schapiro read the official rules for a Closed Executive session, and then moved to move the Board into a Closed Executive Session, consistent with the City's policies for discussing real estate matters. Leora Siegel moved and Sandra Smith seconded the motion. Motion passed unanimously in a roll call vote, and the Board moved into an Executive Session at 7:50 p.m.

At 7:57 pm, the Board reconvened into open session.

Motion by Diane Allen, second by Sandra Smith – approval of the closed sessions minutes from the meetings of January 9, 2013 and April 23, 2014. Approved unanimously on a roll call vote.

ADJOURNMENT Susan Newman moved to adjourn the meeting, Sandra Smith seconded the motion, and motion passed on a voice vote. Adjourned at 8:00 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

PROCLAMATION

WHEREAS, Susan Newman has served on the Evanston Public Library Board of Trustees from 2008 through 2014,

WHEREAS, during her term, the Evanston Public Library underwent a transition to a new form of governance, the Library Fund,

WHEREAS, Susan was a member of the Sustainable Funding Task Force, formed at the request of the City Council, which concluded that the Library Fund model of governance provided the Library with independence and predictability and was the most cost-effective model of governance of the options considered by the Task Force;

WHEREAS, Susan assumed a leadership role during this critical period and acted as President of the Board when the sitting President Sharon Arceneaux was too ill to participate,

WHEREAS, Susan’s optimistic, can-do outlook and her sense of humor helped the Board through this critical period,

WHEREAS, Susan was a tireless advocate for outreach, collections, and for the Library’s patrons, especially children,

WHEREAS, Susan worked effectively and collaboratively with members of the Board, staff and City officials in support of the transition,

WHEREAS, Susan plans to travel and explore her many interests now that she has concluded her service to the Evanston Public Library and has retired from her practice,

NOW THEREFORE, The Board of the Evanston Public Library encourages all of the residents of the City of Evanston to join the staff of the Evanston Public Library as we thank Susan Newman for her years of dedicated service to our residents and attest to the significant and continuing impact that her work and leadership will have upon the City of Evanston for many years to come. We wish Susan many years of health, happiness, beautiful destinations to visit and great books to read.

Benjamin Schapiro, President

Michael Tannen, Secretary

Library Director's Report

June 18, 2014

Foot traffic:	May, 2014	April, 2014
Main:	44,716	44,788
North:	3,981	3,355
CAMS:	4,105	3,618
Total:	52,802	51,761
Website visits in May:	51,814	in April: 48,662

Updates:

- The draft Memorandum of Understanding will be presented to the City Council on July 14th after coming before the Human Services Committee (on July 7th) for consideration.
- In celebration of President Obama's proclamation that today is National Making Day, we had a pop-up making station in the lobby of the main library. Participants of all ages stopped by to make paper airplanes and have fun.
- Evanston Community Foundation Grant awards May 29: In addition to being recognized with a \$10,000 grant for Ciencia para Todos which offers science programs in Spanish we were thanked by other recipients for our assistance and support (Center for Economic Progress.)
- Crown Renderings – Four responses for a request for proposal to create renderings for the project have been received and are being reviewed.
- Falcon banding – Well over 100 enthusiastic participants joined us on June 4th when we banded our two baby girls: Wrigley and Tory. This year we also featured books from our collection and asked the community to submit names for consideration.
- Storytelling festival – With a target of October 2015 for the inaugural festival, I have been seeking volunteers to assist on a small planning committee. I will convene our first meeting over the summer.
- The June 2nd Richard Peck event received wonderful media coverage and a great response from the 131 people in attendance. According to the event organizer, Jarrett Dapier: Richard was eloquent, engaging, fierce in his writer advice, and above all else, hilarious. He stayed until 9:02 signing hundreds of books (the Book Stall described the amount of books they sold as a "Richard Peck Feeding Frenzy"). It was a truly special, warm and successful event.
- I will be attending portions of the Next Library Conference in Chicago next week. This conference features presentations from around the world and focuses on the evolving nature of public library service and how to create library spaces that support the learning and library needs of the future. I hope that these sessions provide additional thoughts to consider as we plan our Robert Crown Library.

- ALA President’s Advisory Committee Chairmanship – I have been asked to Chair the incoming ALA President’s Advisory Committee. Though most of the work will be conducted electronically or via conference call, the initial meeting of the Committee is scheduled for September 3rd and 4th in Cleveland. We have a special Budget Meeting already scheduled for the evening of the 3rd. With your support I wish to accept this appointment and request your consideration in either rescheduling the Budget Committee meeting or allowing me to call into the meeting that evening.

Assessments, metrics and initiative results:

- Health Information Desk – With a launch loosely scheduled for this fall, we continue to look for ways to staff and sustain this effort. We have ongoing discussions with Northwestern University and can offer students opportunities to assist. Working with the Health Department, they are sharing this opportunity with the Medical Reserve Corps their cadre of volunteers which include highly skilled, retired health care professionals.
- Baby Bucks punch card: Our Community Outreach Librarian Jill Skwerski is working in partnership with Family Focus on a new initiative to bring young families into the library : a punch card. Jill and Family Focus launched this initiative today. Jill describes the program in this way: The Prevention Initiative at Family Focus is a program for families with children aged 0-3 years. Currently, the parenting group has 49 total attendees. It’s a program aimed at getting the parents and kids out of the house and to the library to participate in programs, take advantage of library services, and promote early literacy. The punch card displays both Family Focus and EPL logos and consists of 10 punches. When a participant presents the card at a service desk after attending a program, getting a library card, checking out books to read aloud, etc., the card will be punched by EPL staff. Upon filling the card, parents can exchange the card at Family Focus and receive an item from their “store”. Store items include formula, diapers, personal hygiene items and a few clothing items (onesies, etc.). The first round of parents are receiving their cards this afternoon. The teen parenting group will be joining the program as of July 1, 2014.

Services and collaborations:

Alderman Braithwaite meeting to discuss services to Latinos: On June 12, Spanish-speaking community members were invited to learn about services provided in Spanish. I highlighted our collections, ESL classes, the work of Daylily Alvarez and four programs of special interest this summer: Our Summer Reading Program, conversations in Spanish at Crown, Spanish story-time, and our bi-lingual Science program. The meeting was translated for the audience. Audience members were complimentary of the work of our staff especially Daylily Alvarez. Another session will be provided this fall after mass at St. Nicholas church to continue publicizing city services to our Spanish speaking residents.

Services to at-risk residents: Teams of staff from EPL and sister City of Evanston departments are meeting to review our services to at-risk populations. Broken down into segments by age, we are

assessing existing programs, unmet needs and sources/uses of additional resources. I am chairing the 0 - 16 age group and participating on the other committees.

On Saturday, May 31, Evanston's second annual Senior Spelling Bee was held at Fleetwood-Jourdain. This year, more than 20 contestants competed. A wide variety of people joined, from first-timers to those who were looking to relive their childhood glory in spelling bees. We even had some contestants from last year join in again. This year's winner was Gary Wisby. This partnership between EPL, the Levy Center and Fleetwood Jourdain once again featured Barb Levie as the pronouncer and Connie Heneghan who created the lists of words and was on hand to offer support and encouragement.

Upcoming events of note:

- Please review our online calendar for the many programs for all ages that are being produced in support of our Summer Reading Program. One example this week for adults:

Thursday, June 19, 7 pm, Community Meeting Room, Main Library

Have you always wanted to learn a musical instrument, but never got around to it? Well, it's never too late to Create Your Dreams @ the Evanston Public Library! Now's your chance to learn from the Music Institute of Chicago's adult students and faculty at a Musical Instrument Petting Zoo & Concert!

Excerpts from Patron feedback:

- We received a generous donation on June 17 of \$18.35 to CAMS from Sydney Hletko (age 8) that she made from her Lemonade Stand (!)

Dear Karen,

Last night's event with author Candace Fleming was a big success with more than 95 people attending (about 40 children)! It was a fun evening, Ms. Fleming is an engaging speaker and storyteller and it was touching to see so many smiles on the faces of children and their parents! I am deeply grateful for the support and enthusiasm from Martha, who organized and coordinated it all. In addition to putting together a lovely and successful event, Martha was extremely thoughtful and collaborative with D65 librarians and Ms. Fleming herself.

In fact, the whole children's department, with Jan at the helm, have been wonderful and helpful in hosting last night's event as well as in past years. Also, a special thank you to Lea and Jill (Schacter) and the rest of the EPL team. It is a joy to collaborate with such a wonderful group of people!

Thank you for hosting the event. We, at Foundation 65, are so pleased to be able to partner with the EPL in this way and to be able to give the community the opportunity to meet these to amazing authors. It was a wonderful way to showcase the EPL and our partnership together.

Best regards,

Lise

Lise Jinno
Executive Director
Foundation 65

- Attention: Karen Danczak Lyons

I just wanted to take some time out, to express my appreciation to you, and the Evanston Public Library, for hiring so many top-notch staff members; people who not only consistently exhibit a very high level of knowledge (on a variety of subjects), but who also do it in a way that clearly demonstrates a “knack” for outstanding customer service. Unfortunately, as you well know Karen, GOOD customer service is almost non-existent these days, whether it’s a bank, restaurant, any number of retail stores, and a host of other venues. Fortunately, the EPL still offers the brand of customer service that was around in another era.

Without exception, I have been treated beautifully by so many of the members of the EPL team, whether at the Main Library, or at CAMS. And while they have all fielded questions pertaining to a number of different issues/concerns, they have all been particularly helpful in the computer area. I sincerely appreciate this; although I have used computers on a lot of jobs in offices, and at the EPL, I just recently purchased my first computer—a 15.6” laptop.

Let me further illustrate things, with a few specifics:

Not in any particular order--

1. Today, Linda Patchett, at CAMS, helped me copy an email into Word, and then we reduced the number of pages, so that I would print out/pay for only what I needed. She then introduced me to Google Maps, where we again printed out some important info., which will be very helpful.
2. Latoya Russell, also at CAMS, could not be nicer, and is always more than willing to help me out with the MAC’S, since I have used PC’s, most of the time.
3. Connie Heneghan, has also been very helpful.
4. And there are the two “Kims.” Both have been so very helpful. Kim Hiltwein, and Kim Kaufmann.
5. Furthermore, each Kim gave me valuable input, in terms of what to look for in a new computer.
7. At the Main Library, Lesley Williams gave me a “Scanning 101 lesson,” as I had not used a scanner before. She did it so well--explaining things in a manner which I could understand. Result: Now I know how to scan documents and photos. And, on a follow-up visit, I had some more scanning-related questions. Fortunately, Roberta (Bobbi) Scheff, came through for me, and answered some more questions.
8. And then there is Russell Johnson, also at the Main. From the first time I met Russ, I was impressed with him. He is so smart, so thorough, and very personable. Another great hire. Among other things, Russ gave me a “Copy Machine 101” lesson, when I had to copy off a number of important

papers. No question ever gets short shrift with Russ. He will, like the others, bend over backwards to help you.

9. And then there is Laura Antolin--first met her at CAMS. Helped me with the MAC, and then assisted me in the Children's section at the Main, when I wanted a DVD of "Mary Poppins."

10) And then there is Gabby Mansera--another poster child for excellent customer service--has been quite helpful at CAMS, as well as at the Main.

And there are others, Karen,

So, please accept my most sincere congratulations on your hiring the BEST OF THE BEST. Other organizations would do well to take lessons from your Personnel selection policies.

- I am a resident of Evanston & have been utilizing the library over twenty years. Everyone in the library, especially the Circulation Dept, has been helpful, cordial, happy, "as nice as nice can be". There has never been any negative incident or situations.

"I LOVE THE LIBRARY" IT IS MY HOME AWAY FROM HOME. "And the people are great"