



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

Wednesday, July 16, 2014  
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

**Members Present:** Diane Allen, Margaret Lurie, Vaishali Patel, Michael Tannen, Benjamin Schapiro, Leora Siegel, and Sandra Smith

**Members Absent:** Tori Foreman (listened to meeting via phone)

**Guest:** Shawn Iles

**Staff:** Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins

**Presiding Member:** Michael Tannen, President

**CALL TO ORDER/DECLARATION OF QUORUM** - A quorum was present and President Tannen called the meeting to order at 6:32 pm.

**CITIZEN COMMENT** - None

**CONSENT AGENDA** – Approval of June 18, 2014 Regular Meeting Minutes, bills list and payroll.

Trustee Allen moved, Trustee Siegel seconded, a motion to approve the minutes and the Bills Lists and payroll - the motion passed unanimously in a voice vote.

**INFORMATION/COMMUNICATIONS** – Resolutions honoring outgoing Executive Committee members. President Tannen read resolutions honoring Leora Siegel for her work as Library Board Treasurer since July 2012, and Benjamin Schapiro for his work as President since July 2012. (See attached resolutions.)

**LIBRARY DIRECTOR'S REPORT**

Director Danczak Lyons reviewed highlights of her monthly report including:

- Thanking everyone for their concern and support following the tragic death of beloved Children's Librarian Gigi Galich. Danczak Lyons announced details for the Memorial Service on August 9, and that Gigi's family has asked to establish a Memorial Fund at the Library in her honor.
- The draft Memorandum of Understanding for the Library's ongoing relationship with the City was discussed July 7<sup>th</sup> at the City Council's Human Services Committee meeting. Additional information and a revised version will be discussed at the next meeting of the Committee.

- Robert Crown Center redevelopment project is continuing to go forward, with discussions of architectural renderings and proposed assumptions in the works.
- The Library's new book bike is out and about providing service in the community. The book bike was purchased with a generous grant from the Evanston Bicycle Club.

#### Upcoming events

- Adult Summer Reading Program – on July 17<sup>th</sup> a 3-D printing introduction will be given by Chuck Happ, Chairman of the Technology Innovation Center in Evanston.
- Summer Book Sale in the Main Library is scheduled for Friday-Sunday, August 15-17.
- North Branch will be closed from Monday, August 4<sup>th</sup> through August 24<sup>th</sup> for the facilities upgrade.

For more details, see the full Director's report attached to these minutes.

### **STAFF REPORTS**

#### **A. Administrative Services and Financial Reports (Paul Gottschalk)**

Staffing – screening and interviewing applicants for a number of open positions continues. In addition to four part time openings, there are currently three full-time public service openings (Adult Services Librarian, Youth Outreach Librarian and a Children's Librarian).

Facilities – The North Branch "toilet renovation" contract has been signed, and plans are underway to begin work August 4, as scheduled.

Ceiling Projectors – New overhead projectors for presentations have been installed in the Board Room, Small Meeting Room and the Seminar Room.

2022 Central Street Leasing – 14 inquiries have been received, and discussions with prospective tenants regarding potential renovations and costs are underway.

Budgeted Financials – Personnel expenses are on target vs. 2014 budget, and the 2015 budget planning is well underway.

### **BOARD REPORTS**

**Finance Committee** – Leora Siegel – Committee did not meet, but reviewed and approved month's payroll and bills list.

**Investment Committee** – Leora Siegel – no report

**Development Committee** – Margaret Lurie – Committee did not meet; Fund for Excellence 2014 planning underway

**Management Committee** - Margaret Lurie – no report

**Facilities Committee** – Benjamin Schapiro – Committee did not meet, but monitoring the work plans for North Branch’s renovation project.

**Executive Committee** – Michael Tannen – no report

**District 65 Liaison –Vaishali Patel** – Trustee Patel plans to attend the upcoming August District 65 Board meeting and share the Library’s summer reading program participation and to invite the School Librarian to the EPL Board meeting Sept. 16.

**UNFINISHED BUSINESS** -- None

**NEW BUSINESS**

A. Board Committee Assignments - Michael Tannen. President Tannen announced the following Committee appointments for the 2014- 2015 year:

Committee	Trustees
Executive Committee	Michael Tannen, President Sandra Smith, Vice President Diane Allen, Treasurer Margaret Lurie, Secretary
Finance Committee	Diane Allen (Chair) Leora Siegel Michael Tannen
Management Committee	Sandra Smith (Chair) Tori Foreman (Shawn Iles)
Facilities Committee	Benjamin Schapiro (Chair) (vacancy)
Development Committee	Margaret Lurie (Chair) Vaishali Patel Benjamin Schapiro
Endowment/Investment committee	Diane Allen (Chair) 2 outside investment advisors

B. Appointment of District 202 Liaison – President Tannen also announced that Tori Foreman will be the new Library liaison with the Evanston Township High School District 202 Board.

President Tannen also plans to appoint Shawn Iles to serve in a similar capacity with Oakton Community College following his swearing in as a Trustee in September.

**C. Board Development (Karen Danczak Lyons)**

Director Danczak Lyons reported on plans for Board development and education including a presentation on Illinois Library law for the September Board meeting, and a National Able Network program later in the fall.

She also distributed printed copies of the updated *Illinois Library Association Trustee Facts on File* to Board members.

Video training for Library Trustees is not yet available, but is expected to be available over the next few months, and Director Danczak Lyons will share information on it as it becomes available.

**D. Gigi Galich Memorial Service and Options for Commemoration –**

Director Danczak Lyons presented two options for adjusting library services on August 9<sup>th</sup>, the Saturday of the scheduled Memorial Service, to permit staff who want to attend the 2 p.m. service to be able to leave work.

1. Closing the Children's section at noon, and maintaining a minimal staff elsewhere in the library until regular closing at 6 p.m.
2. Closing the library for the whole day, except for hosting two scheduled Anti-Violence programs in the Community Room.

Benjamin Schapiro said he thought it was important that the Library should be closed all day in memory of Gigi.

Diane Allen moved to approve option 1, and close the Children's Room at noon, while maintaining services in other areas of the library, Leora Siegel seconded the motion, and the motion carried 7 to 1.

Gigi Galich Memorial Fund – Gigi's family has designated the Library to received memorial gifts in her honor, and discussions are underway to determine the best use of the funds. Gigi's birthday was in February, and establishing a special event during that month is being considered.

**ADJOURNMENT** Sandra Smith moved to adjourn the meeting, Vaishali Patel seconded the motion, and motion passed on a voice vote. Adjourned at 7:34 p.m.

Respectfully Submitted,

Margaret B. Lurie, Secretary

Approved – August 20, 2014

**Next Budget Meeting: Wednesday, August 13, 2014 at 6:30 pm in EPL Board Room**

Library Director's Report

July 16, 2014

**Updates:**

- Thank you to everyone for their concern, support and care as we continue to grieve for our colleague and friend Gigi Galich. Staff has continued to provide the best library service possible and help each other as we continue to mourn Gigi. A memorial service will be held at the Unitarian Church located at 1330 Ridge Avenue on Saturday, August 9 at 2:00.

Conversations continue both internally and with Gigi's family about ways to honor her life and many contributions to both the Evanston Public Library and the community. We will have additional discussions under New Business, Agenda Item D.

- The draft Memorandum of Understanding was presented to the Human Services Committee on July 7th for consideration. Additional information and a revised version will be presented at the next Human Services Committee which reflects the PIN number for the surface parking lot and background information on the calculation of the reimbursement to the City for administrative support provided.
- Crown Renderings – Three architectural firms were interviewed and questioned about their expertise and proposed approaches to the Robert Crown Center redevelopment. Once the committee reached consensus, a firm will be selected to create renderings for the project.
- I attended the Next Library Conference in Chicago as a way to continue to inform my thinking about the use of space and integration of flexibility into the design of the Robert Crown Center. This is the fifth year that this conference has been held, but the first time in North America. More than 300 library leaders from around the world attended.
- Storytelling festival – With a target of October 9 -11, 2015 for the inaugural festival, the committee will meet in a few weeks to begin planning.
- Senior Spelling Bee update: Maine Township hosted the Regional Senior Spelling Bee on June 6. Our Evanston spelling champions won and advance to the State Competition at the Illinois State Fair on August 11. The First place winner of the regional contest is Gary Wisby and the Second place winner is Judy Bowman.  
There were 16 contestants from eight area senior programs who competed. The winning word after 17 rounds was "Mahatma" which is a person held of worthy of reverence for high-mindedness, wisdom and selflessness.
- While it is very early in our Summer Reading Program, a few early results to share:  
Children's participation: Totals all locations: Registrants: 2213, Active participants:1194

Teen participation: Registrants: 466 teens registered (100 more than last summer). Participation: 720 books/programs

Adult participation: 451 raffle entries from nearly 300 patrons.

We have had two programs thus far:

Musical Instrument Petting Zoo had 35 attendees drop in to try out musical instruments or listen to the concert.

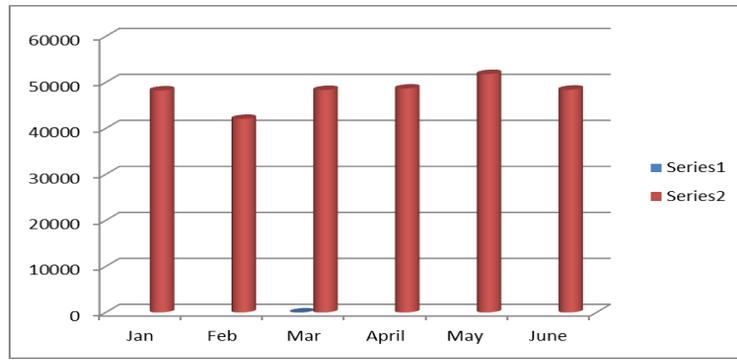
Book-to-Art Club had 20 attendees (ranging in age from 18 to mid-60s, all of whom made some fun creating collages and cut paper art and talked about the book "Where'd You Go, Bernadette?")

- Tomorrow evening, our own Daylily Alvarez will be receiving the award for public service at the Yolomeztli Awards which recognizes outstanding contributions of women in and for the Latino Community in the Chicago area.
- Thank you to everyone who marched with EPL at the July 4<sup>th</sup> parade. Along with the book cart drill team, we introduced our new book bike to the community. We received the book bike thanks to the efforts of Ben Schapiro who applied for a grant on our behalf. Our participation was appreciated by our residents along the parade route, we received the 2<sup>nd</sup> Place award for Participation from the Evanston 4<sup>th</sup> of July Association. Though award recipients from the Association in previous years, EPL has not been recognized since 2007.

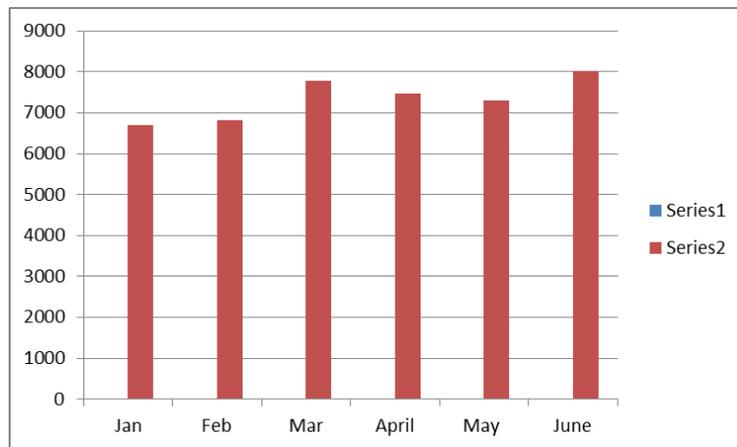
**Assessments, metrics and initiative results:**

	Foot traffic: May, 2014	June, 2014
Main:	44,716	49,892
North:	3,981	5,314
CAMS:	4,105	4,916
Total:	52,802	60,122
Website visits in May:	51,814	in April: 48,409

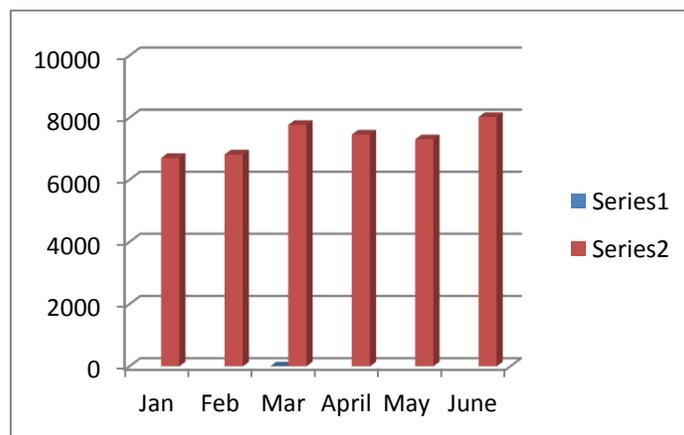
Website usage: January – June 2014



Overall Computer/Internet Use – all locations: January – June, 2014



Foot traffic: January – June, 2014



- Reconfiguration of services at the main library: The second phase of service reconfiguration was delivered this last weekend when all public Internet computers were consolidated on the third floor of the main library. Using existing computers, wiring and furniture from other areas of the main library, this configuration will provide improved service to the public:

- Patrons will no longer have to stop on two floors in search of an available computer
- Non-Librarian staff now work at the desk at the top of the stairs and can assist with computer reservations and printing
- Librarians which were relocated to the former periodicals desk, in close proximity to the computers can assist with reference and instructions on use of databases
- Future expansion of the computer commons will easily accommodated in this centralized location on the third floor

**Services and collaborations:**

- Beacon Academy, a new Montessori-based high school will open in Evanston next month. We are working with the staff to support the learning needs of the 35 ninth and tenth graders that have enrolled. A tour of The Loft and applying for their EPL library cards are both scheduled for the first week of school. We look forward to seeing the Beacon Academy students and faculty regularly at the Evanston Public Library.
- Staff from EPL, led by Jarrett Dapier from our Teen Services team has collaborated to create four events that comprise the “How Long Will I Cry?” /anti-youth violence programming this summer in (and outside) the Loft.

Second book discussion: Friday, July 25, 6:30 pm, Sherman United Methodist Church

This summer, the Dajae Coleman Foundation (DC3F), in partnership with the Loft at Evanston Public Library, presents two all-ages community discussions of “How Long Will I Cry?”, a riveting collection of interviews with youth and others affected by Chicago violence. Please join us for these community gatherings as members of DC3F read excerpts from “How Long Will I Cry?” and engage in conversations with attendees about youth violence.

All participants receive a free copy of the book to own. Copies are available at the following locations:

- \*The Loft on the 3rd floor of the Evanston Public Library, 1703 Orrington Ave.
- \*Fleetwood-Jourdain Community Center, 1655 Foster St.
- \*Church Street Barber Shop, 1905 Church St.
- \*Ebony Barber Shop, 1702 Dodge Ave.
- \*Copies of the book were also available at the first reading on Saturday, July 12 at Heartwood Center.

- Teen Theater Performance: “HOW LONG WILL I CRY?”

Saturday, August 9, 3 pm, Community Meeting Room, Main Library

The Loft's teen theater troupe will present a staged reading of “How Long Will I Cry?”, an oral history of Chicago youth violence written by Miles Harvey and creative writing students at DePaul University. Adapted for the stage from the book of the same name, “How Long Will I Cry?” bears witness to the

lives of Chicagoans whose lives have been changed by street violence through the harrowing, heartbreaking and hopeful stories of real people in their own words.

- A conversation with Cobe Williams, Violence Interrupter  
Saturday, August 9, 4:30 pm, Community Meeting Room, Main Library

Join us for a conversation with Cobe Williams, violence interrupter with CureViolence (formerly CeaseFire) directly following the Loft's teen theater performance of "How Long Will I Cry?" Mr. Williams is one of three violence interrupters featured in the acclaimed 2011 documentary, *The Interrupters*, directed by Steve James and produced by Kartemquin Films. Mr. Williams will discuss the CureViolence approach to stopping the spread of violence, his work as an interrupter, and offer insight into which community efforts help save lives from violence.

**Upcoming events of note:**

- Thursday, July 17 at 7:00 p.m. An Adult Summer Reading Program Activity:

Chuck Happ, Chairman of the Board of The Incubator located at 820 Davis Street, and staff from the Technology Lab will introduce you to the miraculous world of 3D Printing. With demonstrations and a fascinating lecture, this event will surely impress your inner nerd.

NOTE: Chuck generously donated the 3D Printer to The Loft that is used and loved each day by our teens.

- On August 2<sup>nd</sup> at the main library we will be hosting an open gallery and invite any residents who created something over the summer to come and display/share the results of their efforts with all. Please stop by between 1:00 and 3:00 to congratulate and admire the results of our Creative Summer Reading Program!
- The North Branch will be closed beginning on August 4<sup>th</sup> as we reconstruct the toilet rooms to upgrade the facilities and make them ADA compliant. Partial funding was received from the State of Illinois through a competitive grant administered by the Secretary of State's Office.
- Our Summer Book Sale will be held from August 15 through August 17 at the main library.

**Excerpts from Patron feedback:**

- We have received countless calls, letters and emails to express condolences on the loss of Gigi. This is one example but captures the sentiments of many:

"We loved Gigi! She was always so kind to my girls and me, even when we all stormed into the children's section like a pack of wild animals! Your EPL family must be devastated. I am so sad and so sorry."

- My apology for not sending a Thank You email sooner. The Book Camp field trip to the Evanston Public Library was a huge success! During our Book Camp, we create a physical book using Shutterfly to highlight the campers, camp activities, the reading partners and provide documentation of the Book Camp itself. The field trip to your library will be highlighted as well and my hope is that I will be able to donate a copy to you as a commemorative of our partnership this year. I know we had several children sign up for your summer reading club.

Again, I thank you and Evanston Public Library for coming to our rescue and furthering the cause of literacy with a sustained focus on reading that enriches the lives of all whom master the skill. We will forever be grateful.