



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

Wednesday, August 20, 2014
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Tori Foreman, Vaishali Patel, Michael Tannen, Benjamin Schapiro, Leora Siegel, and Sandra Smith

Members Absent: Margaret Lurie

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 6:33 pm.

CITIZEN COMMENT - None

CONSENT AGENDA – Approval of Meeting Minutes of July 16, 2014 and approval of Bills List and Payroll

Ben Schapiro moved, and Vaishali Patel seconded, a motion to approve the Consent Agenda (for the July 16 minutes and Bills Lists and payroll) -- the motion passed unanimously in a voice vote.

INFORMATION/COMMUNICATIONS – Andi Drileck of the National Able Network (NAN) introduced Darryl Grant who presented information on the demographics of the users of the Network’s workforce development services, including job application support, computer usage, and client success stories. His report is attached.

Evanston Youth Violence Discussion Series

Michael Rice, Dajae Coleman’s grandfather and the co-founder of the Dajae Coleman Foundation, commended the Library on the success of the Library’s recent youth violence discussion series (“How Long Will I Cry?”) and invited the Board members’ participation in the Foundation activities.

LIBRARY DIRECTOR’S REPORT

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

- Recent meeting with the new District 65 Superintendent Paul Goren to discuss how the schools can provide metrics to help assess the impact of future summer reading programs.

- City Council approval on August 11th of the Memorandum of Understanding with the Library (attached).
- Gigi Galich Memorial Fund has received 41 donations to-date, and the Director plans to meet with Gigi's family to discuss how to use the funds to honor her life and work.
- Robert Crown Center – architectural renderings for the site and creation of an RFP to select a fundraiser for the build out are in the works.
- Library website will be redesigned with a target launch goal of first quarter 2015.
- Library partnering with ETHS for a freshman class orientation, noting that this year's class has a greater number of students with reading challenges than in past years, and the Library's homework tutoring online program and volunteer tutors will help students beyond the classroom.

STAFF REPORTS

- A. **Administrative Services and Financial Reports** (Paul Gottschalk) – Staff transitions are continuing, as additional staffers announced plans to leave the library, or left, for new opportunities, including Daylily Alvarez (moving to Chicago Public Library), Margaret Schatz (retiring), Nadia Patashinski (retiring) and Jarrett Dapier (going to graduate library school).

North Branch toilet renovations are proceeding on plan, with expectation that the branch will reopen on Monday, August 26.

Budget 2014 Year to date for salaries (approximately 85% of the total budget) are right on target, with the total expenses slightly under budget. Next year, plans are to budget specifically for termination payouts for resignations/retirements.

- B. FY2015 Proposed Budget Update – Karen Danczak Lyons

Capital Budget – will explore options for expanding services in the West Side.

Would like to be further along with projecting the operating budget, but delays in the implementation of the New World financial system have slowed process for verifying 2014 figures; will get caught up to meet City deadlines for final budget approval.

Affordable Care Act – the library has 8 employees who will be eligible for insurance, so the insurance costs will increase.

Proposed plans for at least two months of service at the Robert Crown Center Library.

BOARD REPORTS

- A. Finance Committee (Diane Allen) – has not met since last Board meeting, but will be meeting August 27.
- B. Development Committee - (Margaret Lurie) – No meeting or report.
- C. Management Committee (Sandra Smith) -- No meeting or report.
- D. Facilities Committee (Benjamin Schapiro) -- No meeting or report.
- E. Executive Committee (Michael Tannen) -- No meeting or report.
- F. District 65 Board Liaison (Vaishali Patel) – Trustee Patel went to the Board meeting Monday, August 18, for the discussion on free internet service for students; the Library is now on the school list-serve, so more library news communications will be reaching students and families.
- G. District 202 Board Liaison (Tori Foreman) – Will be working with ETHS on Freshman Orientation and reading programming.

BOARD DEVELOPMENT

Director Danczak Lyons announced that Rob Bush, the Library's attorney will be making a presentation at the September meeting, and then the online video training from the RAILS Library System will be available for Board members in October.

President Tannen reiterated the importance of the Board members keeping on top of trends and keeping in mind who the library serves, and recommended the Urban Library Council as a resource.

NEW BUSINESS

- A. **Update to Library Mission and Vision Statements** (Karen Danczak Lyons)
The Board reviewed and slightly revised the Mission and Vision drafts as presented by the Director; Ben Schapiro moved to accept the revision of the Mission statement to read, "The Mission aims to be..."; Diane Allen seconded the motion and the motion passed unanimously. (See attached approved statements)

- B. **Library as Public Square** (Michael Tannen) – Reflecting on the work of the National Able Network, the recent Youth Violence Discussions, and the *Ali Abunimah* reading on August 11, President Tannen expressed the desire for the library to continue to offer multi-disciplinary programming of interest to the broad community, and commended the staff and Director for handling the August 11 programming so well.
- C. **Board Liaison to Oakton Community College** (Michael Tannen) --- Incoming Board Member Shawn Iles will be appointed the Oakton Community College Liaison following his swearing in as a Library Trustee in September.
- D. **Approval of Purchase of Development Database** - Director Karen Danczak Lyons and Wynn Shawver, Development Officer, presented highlights of their written recommendation to invest in a new Raiser’s Edge database for fundraising, event planning, and volunteer management.

Following a short question and answer period, Ben Schapiro moved to approve the purchase, “not to exceed \$22,000, and to be funded from the Ariffe bequest, not taxpayer money” and Tori Foreman seconded the motion; the motion passed unanimously in a roll call vote.

ADJOURNMENT Ben Schapiro moved to adjourn the meeting, Vaishali Patel seconded the motion, and motion passed on a voice vote. Adjourned at 8:05 pm.

Respectfully Submitted,

Leora Siegel, Acting Secretary

Next Meeting: Budget Discussion -- Wednesday, September 8, 2014 at 6:30 pm in EPL Board Room

Library Director's Report

August 20, 2014

Updates:

- Meeting with District 65 Superintendent Paul Goren: I look forward to a wonderful collaboration with Superintendent Goren based upon our initial meeting. We share a commitment to helping our children learn and to supporting literacy. I suggested a long term effort to quantify the impact of Summer Reading Program participation and results and Superintendent Goren was interested and enthusiastic about the need for metrics and the approach I suggested. Much more to come in the months ahead.
- The draft Memorandum of Understanding was approved by the City Council on August 11th.
- The Evanston Public Library is partnering with Downton Evanston and Crain's Chicago Business to produce small business expo this fall.
- After a successful pilot, the Evanston Community Foundation will produce another session of the program **Two-Gen** which teaches parents job skills while their young children are being cared for at local pre-schools. The program will again be produced at the Evanston Public Library and includes library card sign up, information about our resources and time in the WorkNet Lab with hands on work focused on creating resumes and cover letters.
- Gigi's Memorial – Thank you to everyone who has been supportive of our staff during this difficult loss and who attended the service on August 9. Through the generosity of 41 donors more than \$3,000 was contributed in memory of Gigi. I will be meeting with the family to discuss a fitting tribute to Gigi's memory and will share the results of those conversations.
- Ali Abunimah author event on August 11 - The Evanston Public Library graciously welcomed 122 guests and members of the Neighbors for Peace, Library Trustees and the press to a presentation by the author. In partnership with the City of Evanston the event was simulcast live to the Internet and recorded. The Neighbors for Peace also simulcast to Lake Street Church where overflow seating for 65 was provided. The staff of the Evanston Fire and Police Departments provided assistance, guidance and support to insure fire safety codes were followed and traffic was controlled. Calling upon former colleagues and my experience at the Chicago Public Library, we instituted a ticketing system to assist with the book signing, created specified areas for queueing and check-in of guests, created flyers that offered alternatives for those who did not receive seating in our main community room and added a copy of the DVD to our collection for checkout by our patrons. My sincere thanks to the library staff for their hard work and support of this program. Special recognition is due to: Paul Gottschalk, Jill Schacter, Jill Skwerski, Wynn Shawver, John Devaney, Todd Galvin, Don Westphal, Russell Johnson, Jeff Balch, Helen Fisz, Lea Hernandez-Solis, the entire Security team and Jose Maldonado and all of our Circulation staff at Main for their contributions in helping to produce a carefully executed and gracious event.

I will be creating a new Program Committee to be comprised of staff selected from Children's, Teen and Adult Services . Together we will create a standardized approach to program planning and logistics. The committee will work together to link program planning to specific themes such as literacy, anti-violence, and topics of interest.

- Our Latino Outreach Coordinator Daylily Alvarez has accepted a position with the Chicago Public Library and will be working as the First Assistant at the Brighton Park Branch while concentrating on Community Outreach to children, teens and immigrants. We thank Daylily for her wonderful work in Evanston and congratulate her on her promotion.
- Robert Crown update – Upcoming meetings to discuss the renderings and the creation of an RFP to select a fundraiser demonstrate continued interest and momentum.
- Storytelling festival – With a target of October 9 -11, 2015 for the inaugural festival, the committee had a wonderful first meeting and will continue to work together on the many details associated with creating a new and exciting event.
- Senior Spelling Bee update: Our Evanston spelling champions placed 3rd and 4th in the State Competition at the Illinois State Fair on August 11. The 3rd place winner of the statel contest is Gary Wisby and the 4th place winner is Judy Bowman.
- Update on our Summer Reading Program, and upcoming work with District 65:

2,323 participants registered for the children's 2014 Summer Reading Program.

At the Evanston Public Library, our children's Summer Reading Program focuses on the number of minutes read rather than the number of books read. By focusing on the activity of reading we hope to make reading an enjoyable summer activity that is accessible for even the most reluctant readers. Studies show that the activity of reading helps to prevent "Summer Slide." I have begun discussions with Superintendent Goren and suggested ways that we can begin to track the impact of summer reading beginning in the summer of 2015.

Reading results to date: And collectively the **2,323 registrants read 835,075 minutes!** This translated to **45 minutes per week for each of the 8 weeks of the program.**

1,069 finished a goal of 9 hours (540 minutes) and received a free book and coupon from one of our generous donors

Looking ahead to this fall:

The following narrative was provided by Laura Antolin from our Children's Services staff:

Kindergarten Tours

Since 2007, we have worked with Foundation 65 to fund buses to bring all District 65 Kindergarten students to visit the Library. The desire is to introduce our youngest emergent readers to the Library and to encourage literacy and use. Next week, I'll be sending emails to all of the Kindergarten teachers and beginning to schedule their tours.

We invite classes for 60 minutes and divide their time into three segments: a tour of the Children's Room, a story-time and a craft. A Library card drive is rolled into this visit and book shapes are delivered to each class so that the students can write their names on them and I can put them up on our school windows. The teachers leave with Library cards for their students, a pencil from Foundation 65 and a bookmark that lists good books for kindergarteners. Additionally, parents are invited to return with their children, see their names up on their school windows and trade in a coupon for a free book to keep. Last year, we handed out approximately 230 books and we hope to hand out even more this year.

Kindergarten-LEAP

As part of Kindergarten LEAP at each District 65 school, we provide a book bag and a free nonfiction book to every kindergartener at their Curriculum Night. We are busily working on ordering and filling these bags in order to deliver to each of the 12 schools in September!

ILEAD U

Last year, five librarians from Evanston - 3 from District 65 - Tracy Hubbard at Bessie Rhodes, Trisha Connolly at Washington and Kefira Philippe at Nichols; and 2 from EPL - Laura Antolin, Children's librarian and Renee Neumeier, YA librarian, applied and were chosen to work together as an ILEADU Team to increase communication and resource sharing between District 65 and EPL librarians. Among the things we are working on are presenting some shared PDs, the first of which will be this Friday, August 22. We will be continuing to work together to better serve the students and families in District 65.

Assessments, metrics and initiative results:

Foot traffic:	July, 2014	June, 2014
Main:	52,041	49,892
North:	5,652	5,314
CAMS:	5,061	4,916
Total:	62,754	60,122
Website visits in July:	48,865	June: 48,409

Overall Computer/Internet Use – all locations: July, 2014: 8,178 in June: 8,023

Services and collaborations:

- Working with the City of Evanston, we will be updating our website with an anticipated launch of the first quarter of 2015. My thanks to Dave Jordan who agreed with my request to be our Project Manager for the website redesign. He will gather thoughts from staff, compile a list of suggested requirements and features and then meet with me to finalize our direction.

- As a result of the relationship I am cultivating with the leadership of ETHS, the Evanston Public Library staffed a table on Monday and Tuesday of this week as part of the transfer student and incoming freshman orientation and welcome. Library cards and information about our services were provided to new students and their families.
- Here's a statement posted by Dajae Coleman Foundation on Facebook :

"The "How Long Will I Cry?" Staged Reading & Discussion was an amazing event. Jarrett Dapier's words made lasting imprints on hearts, the teen troupe's performance was stellar, Marcus McAllister brought raw insight, and the audience was genuinely engaged. We hadn't anticipated such a large crowd and had to make some adjustments to accommodate the guests, but the congestion was oddly comfortable and well worth it. DC3F values the relationship with Jarrett Dapier and the Evanston Public Library, and thanks them for their investment and integral role in spreading the conversation about youth violence throughout the community."

I arranged to have the two portions of the August 9th programming recorded. We will make a copy of the DVD available for circulation as part of our collection.

Upcoming events of note:

- August 22: First Performance: Muse of Fire presents Romeo and Juliet
Description: Muse of Fire, Evanston's local free Shakespeare Company present the classic tragedy in the 3rd floor reading room of the Library
- Community picnic – August 24th at the park behind Civic Center
- August 23 – Lego Movie in Spanish
- Professor Deborah Cohen of Northwestern University presents her book "The War Come Home: Disabled Veterans in Britain and Germany, 1914-1939". This event is the first in a year-long series commemorating WWI.
- Labor Day closings – Sunday, August 30 and Monday, September 1
- September 10 - Mission Impossible: Middlemarch Kick-off Lecture
- We're delighted to welcome Professor Jules Law for a lecture about George Eliot and Middlemarch, the focus of our fifth Mission Impossible.
- September 13 - The Songs of Shakespeare at North Branch
- Description: Join us for a fun-filled presentation of two Shakespeare plays: The Merry Wives of Windsor and Twelfth Night. The kids will participate in acting out the stories, and then music educator and singer, Lynn Sampson, will perform the music from these plays. For ages 5 to 12.

Excerpts from Patron feedback:

- Wow! You guys are the best! Loving the new wheels. We just renewed our library card and checked out a book from the Book Bike.

— at Evanston West End Ethnic Farmers Market.

- Thank you so much for giving me the opportunity to help with the Library booth at the Ethnic Arts Festival this past Saturday. It was a great experience and a great opportunity to meet new people and know more about the Evanston community. The visitors were so excited about the free books! I also received some feedback about the awesome job that the Library does for the community. Now I know I am not the only Library fan around.

I also had the chance to meet Daylily and some of the volunteers from the Jugando con la Ciencia program. Daylily told me that the Library could use some additional help from someone who speaks Spanish, so I just want to let you know that I will be glad to help. Please do not hesitate to contact me if you need additional information about me, my background or any references. Furthermore, as I am formally trained as scientist, I am also contacting Leidamarie from the Jugando con la Ciencia program about potential volunteering opportunities within the program.

Thanks again and I look forward to volunteering for the Library again. Have a nice day!

- To Karen Danczak-Lyons

Today I had the pleasure of wandering through several 1937 issues of the Evanston Review. I lived in Evanston from 1977-1997 and over the years have taken myself to the library to enjoy “old Evanston” . I know that these hard copies take up a lot of room—but I think they are valuable just as they are and hope the library never puts them to rest.

I live in Highland Park now and old copies of the Highland Park Newspapers are only available on microfiche----trust me—it is not the same as leafing through the real thing.

Anyway—please consider keeping them for people like me who really enjoy them.

Thank you for listening.