



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

Wednesday, November 19, 2014
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Tori Foreman

Staff: Karen Danczak Lyons, Timothy Longo, 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 6:38 pm.

CITIZEN COMMENT - none

PUBLIC HEARING - Truth in Taxation Hearing for the 2014 Property Tax Levy for the Evanston Public Library. President Tannen convened the hearing and asked if there was public comment. There was none. Benjamin Schapiro made a motion to adjourn the Truth in Taxation hearing and Margaret Lurie seconded the motion. Approved unanimously on a voice vote.

STAFF REPORTS – Timothy Longo, Technical Services Manager, made a presentation on the operations of the Technical Services. The department orders, receives, catalogs, processes, and withdraws library materials. The Library has moved to having materials delivered in “shelf ready” status and invoiced electronically. This is much more efficient.

CONSENT AGENDA – Approval of the Meeting Minutes of the October 22, 2014 regular meeting, and the current Bills List and Payroll.

Benjamin Schapiro moved, and Leora Siegel seconded, a motion to approve consent agenda items including the minutes of the October 22nd regular meeting and the current Bills Lists and Payroll -- the motion passed unanimously in a voice vote.

LIBRARY DIRECTOR’S REPORT -- Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

- “Get Caught Reading” winners were announced, and awards given outside the meeting because recipients weren’t available for the Board meeting.

- ADA advisory Board – Susan Newman, former Trustee, was the Board’s representative on the ADA Board, so Director Danczak Lyons asked anyone interested in serving in that capacity to let her know so she could put their name forward for consideration.
- Library Budget – Michael Tannen spoke at the recent City Council meeting on the budget, and the vote on the levy will be next Monday, November 24th.

BOARD REPORTS

Development Committee (Margaret Lurie) – 75% of the Fund for Excellence letters have been mailed and gifts are coming in. Margaret Lurie thanked the Board for their work on the campaign and their personal gifts to the Fund.

District 65 Board Liaison (Vaishali Patel) – Trustee Patel represented the Library at the November District 65 Board meeting and will be interfacing with the Board and PTA going forward.

BOARD DEVELOPMENT-- President Tannen attended a recent United For Libraries program and encouraged Trustees to read the report on how Trustees can serve as champions for the library, and how city governments can work together with libraries.

UNFINISHED BUSINESS -- None

NEW BUSINESS

- A. Approval of Resolution 2014 R1-- providing for the budget and setting the annual tax levy for FY2015.

Trustee Schapiro moved, and Trustee Siegel seconded a motion to approve the resolution; motion passed unanimously in a roll call vote. (Note – Tori Foreman’s absence from the meeting and the vote needs to be certified and attested and sent to the city for this vote.)

- B. Approval of the 2015 Board Meeting Schedule (Karen Danczak Lyons)

Motion by Sandra Smith, second by Shawn Iles, approve the schedule as originally proposed, with one exception – changing the January 21, 2015 meeting to January 14th. Approved unanimously in a voice vote.

- C . Approval of the 2015 Library Closing Schedule (Karen Danczak Lyons)

Vaishali Patel moved, Sandra Smith seconded, approval of the 2015 Closing Schedule as presented. Approved in a voice vote.

Closed Session – Personnel – President Tannen read the official rules for a Closed Executive session, and then moved to move the Board into a Closed Executive Session, consistent with the policy for discussing personnel matters.

The Board moved into an Executive Session at 7:41 p.m.

ADJOURNMENT After moving back into open session at 8:03 pm, Sandra Smith moved to adjourn the meeting, Vaishali Patel seconded the motion, and the motion passed on a voice vote. Adjourned at 8:05 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

**Library Director's Report
November 19, 2014**

Updates:

- 2015 Budget: Budget discussions have continued and on Monday, November 17th Board President Michael Tannen addressed the City Council during citizen comment. The final vote on the 2015 Budget Proposal will occur at the City Council meeting on Monday, November 24th. Also on the agenda for the 24th is the lease agreement for 2022 Central Street with Lush.
- The Evanston Public Library Board holds a position on the ADA Advisory Board. The purpose of the Board is to review, prioritize and advise on ADA projects and to evaluate projects that have been completed. Every 3 years the group will have an opportunity to participate in the development of the self-evaluation and the transition plan update. The ADA Advisory Board meets twice per year and is comprised of 9 members (4 at large members, 1 representative each from Commission on Aging, Human Relations Commission, Plan Commission, Parks and Recreation Board, and Library Board). Susan Newman represented us. Now that her term has expired, we need to identify another Trustee to represent EPL. Please let me know if you are willing to take on this role. The next meeting of the ADA Advisory Board is tentatively scheduled for February 26, 2015.
- Jill Schacter and I will be meeting regularly with Communications Coordinator, Melissa Messinger from District 65 to improve cross-promotion and explore additional ways to collaborate with the Superintendent, PTAs and schools.
- I addressed the joint District 65 and 202 Boards on November 3rd. Along with leadership from the PTA Council, we highlighted our new collaboration. During my remarks I stressed the importance of the Evanston Public Library as the third place in the City and our desire to supplement and compliment that work of the schools especially in the areas of reading and literacy.
- I attended one of the District 65 Strategic Plan Focus Groups to listen to the participants and learn more about the strategies that the new Superintendent is considering.
- Working with the American Writer's Museum and the Evanston Community Foundation, EPL will be displaying the traveling exhibit: *From our Neighborhoods: Four Chicago Writers Who Changed America*. The exhibit features the work of Gwendolyn Brooks, Lorraine Hansberry, Studs Terkel and Richard Wright and includes listening stations as well as copies of their work and information about their lives. This exhibit will be the first program highlighted under our 2015 banner "The Power of Words."
- Staff had an outstanding time at the North Branch Halloween celebration. Ginger Jusko's plan and preparation were amazing. Activities included about six DIY crafts, a sing along with Suzuki violinists, story time, a costume parade, and a scavenger hunt.

Ginger also set up a separate scary room for the more adventurous. It included a distraught woman howling because of her overdue library books, a haunting novel, the skeleton of a paper shredding dog, and a photo opportunity. I had to stop counting at 60 whose ages varied from new born through middle school.

- Saturday, October 25 at 3:30 pm EPL was thrilled to welcome more than 130 patrons to a program with Evanston native and Clemson University lecturer Dr. Mary Barr as she discussed her new book *Friends Disappear: The Battle for Racial Equality in Evanston*.
- Robert Crown update – I met with our local Senator and Representatives to talk about this wonderful project and the possibility of funding from the State. All were enthusiastic about the project.

Assessments, metrics and initiative results:

Foot traffic: September, 2014 October, 2014

Main: 44,678 45,457

North: 4,120 4,244

CAMS: 4,347 4,386

Total: 53,145 54,087

Website visits in September: 45,960 October: 45,571

Overall Computer/Internet Use – all locations: September: 7,845 October: 7,627

Services and collaborations:

- Family Action Network is collaborating with EPL to provide complimentary discussions at the library that amplify the author presentations. Our first collaboration will center around:



Claude Steele, Ph.D.

Claude Steele, Ph.D., a social psychologist, is the Executive Vice Chancellor and Provost at UC Berkeley. His groundbreaking research addresses some of the most pressing contemporary problems in American society. He is recognized as a leader in the field of social psychology and for his commitment to the systematic application of social science to problems of major societal significance. Prior to his position at UC Berkeley, Steele served as the I. James Quillen Dean for the School of Education at Stanford University from 2011-2014. Steele's book, *Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do*, offers a comprehensive first-person account of the research that supports his groundbreaking conclusions on stereotypes and identity. **12/8/14, 7:00 PM, ETHS.**

- “In Sickness and In Health” was produced on Tuesday, November 18, 6:30 pm, in the Community Meeting Room of the Main Library. The program allowed patrons to learn about current health trends that affect Evanston and Skokie, and new collaborations created to promote and enhance public health in our community. Featuring: Evonda Thomas-Smith, Director, Evanston Health Department, Dr. Catherine Counard, Director, Village of Skokie Health Department, and Dr. Avery Hart, Chief Medical Officer, Erie Evanston/Skokie Community Health Center. Speakers will discuss common public health concerns as well as the upcoming establishment of Health Information Resource Centers in the Evanston and Skokie libraries, to be staffed by students from the Northwestern University Center for Global Health.

- Navigating Real Life Diversity with Our Kids: A Speaker Series Sponsored by Evanston/Skokie PTA Council, Evanston/Skokie School District 65, Youth Organizations Umbrella (Y.O.U), Family Focus, YWCA Evanston North Shore and the Evanston Public Library.

Due to overwhelming response at our first event, this session will be offered on two dates:

Elisabeth "Biz" Lindsay-Ryan; Tues., Nov. 4, 6:30-8:30 PM or Tues., Nov. 11, 6:30 to 8:30 PM. Evanston Public Library, Community Meeting Room.

Join facilitator Biz Lindsay-Ryan as she continues to help community members work through real-life, everyday scenarios on race, culture and gender. This series addresses strategies for proactively talking with our kids about the differences they encounter everyday while deepening understanding of our own inherent biases. Elisabeth "Biz" Lindsay-Ryan, is a diversity professor, trainer, and consultant. She holds an MA from DePaul University in Human Services and Counseling and a BA from DePauw University. She teaches classes on Social Change, Social Movements, Diversity and Gender at DePaul University's School for New Learning. She also served for many years as Director of Programs at the Women's Center at Northwestern University. **A total of 201 attended the two November programs.**

- November 17 – 23: Evanston celebrates entrepreneurs! Join us for a week of exciting presentations on various aspects of running your own business. All programs take place at the Main Evanston Public Library. Co-sponsored with EvanstonEdge; for additional programs visit the Evanston Entrepreneurship Week official site.
- We are collaborating with the Evanston Community Foundation on the second session of the Evanston Two-Generation Initiative or Career Explorations. Working with parents of children in daycare, the program helps selected participants to identify interests, skills, and values to support the career planning process; Guide participants in assessing their family's financial needs and what working conditions fit their lifestyle needs. Parents will learn about career pathways and explore careers in high demand.
- ACA Navigators began providing assistance with registration for Affordable Care Act benefits on Saturday, November 15th. They will continue to provide assistance each week until the enrollment period closes on February 15th.
- General Assistance Meeting: Outreach Librarian Jill Skwerski: Addressed 160 GA people with library services overview; Issued 30 new library cards; Ongoing GA/GED class being hosted here at EPL – 10 registered students meet weekly

Upcoming events of note:

- Big Holiday Book Sale: December 5th through December 7th. Looking for great gifts or your next great read at crazy low prices? This 3-day event, features an unusually large collection of beautiful gift books in excellent condition at prices buyers will love. Book lovers will find 1000s of very gently used children's and adult books, audiobooks, movies, music, magazines, large print, and vintage selections in every imaginable category of fiction and non-fiction. The Big Holiday Book Sale has it all. It's like a book store, only a lot cheaper!

- Join us for the Hour of Code!

Come to a one hour introduction to computer science designed to demystify "code" and show that anyone can learn the basics to be a maker, creator, inventor. If you're in 6-8 grade, sign up and get ready for an hour of fun! No experience needed. Registration is required. Date: 12/9/2014 Start Time: 6:00 PM End Time: 7:00 PM

- Every Other Saturday, September 13-December 6, 2 pm, CAMS Branch

Families are invited to drop in for a fun science experiment at CAMS every other Saturday. Science Saturdays are September 13, 27, October 11, 25, November 8, 22 and December 6.

Excerpts from Patron feedback:

Two comments about new Teacher Checkout Program:

- Ms. Antolin,

Thank you for providing us with the wonderful resource for our teachers!

Sincerely,

Churchill Daniels (Principal - Oakton)

- Hi Laura,

I just got the letter you sent to our Head of School today, and will introduce this to my faculty at the next faculty meeting we have. Thank you to EPL for offering this opportunity for our teachers to use your wonderful library!

Karrie Fisher (Library Director – Baker Demonstration School)

- Dear Ms. Danczak-Lyons:

I would like to thank you and especially Ms. Jill Skwerski for the wonderful work that Library Services has provided this past year, through the Computer Classes for Seniors at Ebenezer Primm Towers.

The class started out with a small group, but quickly enlarged due to word of mouth from the students and the patience and knowledge of Jill. Many residents had looked forward to the Monday classes and seeing Ms. Skwerski.

For some of our seniors it was their first experience with computers and Jill understood that and together they learned how to operate a mouse and navigate the internet.

When Jill had a break this summer, the seniors at Primm would always ask “when was the computer lady coming back”.

Due to some construction at our building we could not start up a fall class, however we will startup soon if possible.

Once again I would like to thank Library Services and Jill Skwerski for the wonderful work this past year with our seniors.

I believe that the City of Evanston's directive to be a senior friendly town has truly been demonstrated by the efforts of the Library Service Department of the Evanston Public Library.

Sincerely,

Kelvin Dudley

- The following was sent to Jill Skwerski:

Jill,

On behalf of Zeta Phi Beta Sorority, Inc. the ladies of Omega Pi Zeta Chapter in Evanston Illinois, I wish to say Thank you for the Library's generous donation of tote bags, pens and book marks for our senior service project in conjunction with Ebenezer Primm Towers of Evanston, in which we collectively helped support Evanston's Day of Caring.

We were also able to give residents new energy saving bulbs, luggage tags, senior services newsletters and other greatly needed items and info. Every resident was grateful for the 'upgrade' of items and info.

This partnership with the Library is a major component of civic participation and engagement, which our organization continually strives for; we cannot stress how much we appreciate your support and we would enjoy the opportunity to work together on other projects in the near future, please let us know how we can be of assistance.

Together we have worked for the whole of our community.