Members Present: Diane Allen, Sergio de los Reyes, Tori Foreman, Susan Newman, Michael Tannen, Benjamin Schapiro, Leora Siegel, and Sandra Smith.

Members Absent: Margaret Lurie

Staff: Karen Danczak Lyons, Marcy Jenkins, Paul Gottschalk

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM A quorum was present and President Schapiro called the meeting to order at 6:31 pm.

APPROVAL OF MEETING MINUTES for July 18, 2012 was postponed at the request of Michael Tannen.

CITIZEN COMMENT
Library Friends President Marcia Mahoney shared an update on The Mighty Twig (TMT), the volunteer-led library outpost at Chicago Avenue and Main Street. TMT is currently closed for vacation, and scheduled to reopen at end of August, when programming will resume. One of the most successful things TMT does is distribute free donated books and Mahoney hopes that will continue. Based on the continued interest of residents in TMT, Ms. Mahoney encouraged the Library Board to support neighborhood library services throughout Evanston.

Several local students spoke of their appreciation of the Twig’s services.

Julia Glick volunteers at the Twig and said it’s been helpful while she looked for work, and she likes what she’s learned about the community and the friends she has made there.

Dickelle Fonda attended the meeting to speak up about the need for a library branch on the West side, and to express appreciation that expanding neighborhood services is on the Library Board’s agenda. Ms. Fonda mentioned that the Dempster/Dodge Plaza a great place with a strong business association, an excellent spot for expanded library services.

INFORMATION/COMMUNICATIONS
No additions
LIBRARY DIRECTOR'S REPORT
Karen Danczak Lyons, Library Director, reported on her recent outreach activities, recognition the library has received, and the success of several library programs including:

- Reaching out to the faith-based community, specifically the Second Baptist Church, to discuss how the Library can support their (educational) initiatives for their congregation.

- Meeting with the Manager of the Levy Senior Center to see how Library can better integrate with the center, and found that although they don’t have a library room currently, they do offer a popular shuttle service to the Main Library.

- The August issue of “Make it Better” selected the Library’s story hour as the best library story hour in the region. Following the publication’s announcement, the next two story hours had 64 and 80 drop-in visitors, respectively.

- Theatrical performances of *The Giver* on August 3rd through 5th entertained 150 attendees. Since teens in the acting troupe are not in any of the local theater groups, the play represented a new opportunity for local students to gain performing experience.

- At the “My Evanston, My Neighbors” discussion over 100 people came to talk about race relations last week.

Looking ahead, Ms. Danczak Lyons announced:

- Meetings with 5th and 2nd Ward leaders this week and in September to solicit ideas for programs of interest.

Finally, with board approval, the Director will join the Illinois State Library Advisory Committee – a 20 member panel that meets to provide direction to the State Library. Trustee Schapiro recommended approval. Trustee Siegel moved that Ms. Danczak Lyons accept the appointment, Trustee de los Reyes seconded, and the motion was approved unanimously.

STAFF REPORTS

Administrative Services and Financial Reporting
Paul Gottschalk reported that the Library has two open positions currently, for a full-time Community Engagement Librarian and a Latino Outreach Assistant. Interviews are scheduled for the former position; and he hopes to be able to fill the latter position with a candidate sourced from an existing “eligibility list” of qualified applicants.
A two-year contract for 2012/13 between the City and the Union has been ratified and will go to the City Council for adoption. Gottschalk commended the union leadership for doing a good job working through extensive contract negotiations.

FY2012 year-to-date expenditures are currently under-budget and revenues exceed budget year-to-date (due in part to timing of tax revenues).

**BOARD REPORTS**
Director Danczak Lyons reported that the Joint Committee on Library Governance held a good initial meeting with city representatives to discuss the 2013 budget. The committee will be drafting notes on the proceedings and looking at other libraries’ use of language for city and library ownership, management, maintenance, etc. Trustees Allen and Tannen concurred that the meeting was positive.

**UNFINISHED BUSINESS**

**By-Law Change**
Trustee Allen moved to create a Facilities Committee, Trustee Siegel seconded the motion. Discussion identified potential members to include Trustee de los Reyes as Chair, and Trustee Schapiro as the second member. Roll Call vote passed the motion unanimously with President Schapiro abstaining.

**2013 Budget -- Background**
Director Danczak Lyons explained that the Board is segmenting its budget discussions in August, covering details of the base budget tonight, and discussing service expansion opportunities at the August 29th meeting.

Service expansions will depend on the library’s ability to raise extra funds, and expanding this year’s Fund for Excellence fundraising campaign to include support of neighborhood services (as well as collections) is under consideration. Ms. Danczak Lyons is conferring with the leadership of the Friends of the Evanston Public Library on opportunities to work together on grant applications, meet with certain donors, etc.

The FY2013 Library budget will be part of the City budget presentation and discussions scheduled for Oct. 12th. The City Manager expects Council will pass the city budget before Thanksgiving.

**2013 Budget – Details**
Administrative Services Manager Gottschalk introduced the details of the FY2013 base budget, which was developed from the “bottom up,” making detailed projections of expenses first and then deriving the necessary tax-provided revenue to cover the expenses.

The budget includes seven “business units” requiring $4.852 million total proposed expenditures. While City chargebacks are uncertain, the base budget estimates grand total revenues to be $4.937 million, which includes an estimate of $100,000 income from the annual Fund for Excellence campaign.

The base budget represents a very lean budget, and incorporates a number of key
items affecting the library in next year. Expenditures are categorized as mandatory/required/dispensable line items.

Trustee Siegel as chair of the Finance Committee and Board Treasurer said the Finance committee comprised of herself and Trustees Allen and Newman had met extensively with Mr. Gottschalk and Director Danczak Lyons on August 13th to discuss the budget’s details, and were satisfied with the budget’s projections.

Trustee Allen remarked that Library staff had been reduced 20% over the past few years, and there is not much cutting “around the edges” left.

Explanatory comments and budget assumptions:

- Pay expenses include negotiated cost of living increases and new union contract. Staffing includes many part time permanent workers, since the Library is open 7 days a week. Health Insurance and Pension funding is mandatory. The Library share of work study students wages is $2.25/hour. (Currently EPL works with Northwestern students, and is on the waiting list of organizations requesting Loyola University students.)

- Budget built in increases 4.4% for collections, assuming revenue available from development funds from book sale, FFE, and endowment support.

- “Internet solution providers” – electronic resources available for public use including ebooks and e-audio, reference databases, etc. – are expected to expand. EPL gets discounted library rates on services such as Lexus Nexis through Innovation Experts and ebooks are also discounted with group library bundling.

  Interest in moving toward more self-checks (able to accept cash and to process DVDs) and moving circulation people to other activities.

- Keeping North Branch operations as-is – no significant changes.

- Maintenance includes first system-wide assessment since the building opened in 1994 to review systems and create ongoing maintenance plan. Tori Foreman asked if North Branch would be included in the assessment. Gottschalk said it would be. Janitorial services will be renegotiated along with the city contract. Natural gas prices have decreased significantly.

**Budget Questions**

Trustee Tannen – internet service providers and other internet costs – likely to increase or not over time? Danczak Lyons explained that the staff does a cost analysis of options at each renewal point for all reference sources, and takes advantage of group buying
Trustee de los Reyes -- asked for breakdowns of cost estimates for the Chicago Ave, Dempster/Dodge, and North Branch sites.

Trustee Foreman asked about what happens to any surplus funds for 2012? Director Danczak Lyons replied that overages and underages are subject of negotiation with the transition committee. In the past, no budget surpluses or shortfalls would be carried forward. Going forward, not sure what will happen.

**NEW BUSINESS**

**Relations Committee** – President Schapiro described the concept of having a new Board level committee designed to institutionalize the process of developing to closer relations with local groups and individuals such as Rotary and Northwestern, with a goal of expanding collaborations and augmenting the library’s Fund For Excellence and endowment. Board VP Lurie and another trustee will serve on the committee.

Trustee Newman expressed an interest in seeing ongoing fundraising through out the year.

The board decided to vote on formally approving the creation of the Relations Committee next month.

**DVD Rental Fees** – have budgeted $28,000 in annual income. Staff have priced out other ways to dispense DVDs – estimating costs of $33,000 per vending machine for 2,000 DVDs, priced for 5 of them $25,000 for books, DVDs. To modify self-check machines it would cost $4,100 each. If the Board decides to remove the $1 upfront fee, may recoup revenue in late fees.

For libraries that have eliminated upfront fees for DVDs, most have found that they make up the fee with late fees on DVDs, so Mr. Gottschalk recommended assuming eliminating fees would be revenue-neutral at $28,000 for EPL in 2013.

Trustee Allen moved to remove the $1 DVD rental fee, Trustee Tannen seconded the motion. The motion was approved with roll call vote of 7 board members present, and President Schapiro abstaining.

Ms. Danczak Lyons will meet with Circulation this week to implement the change and move forward with publicizing it.

**Approval of lease** with Chicago Cook Workforce Partnership – name changed – initial term of base rent of $1,480 per month through Dec. 2012, with an option to renew for another 6 months.

Trustee Schapiro asked if this rental was displacing anyone else for the space, and learned the answer was no. Trustee Siegel moved to accept the lease, Trustee Smith
seconded the motion. Roll call vote passed with 7 “Aye” votes and President Schapiro abstaining.

**ADJOURNMENT**

Motion to adjourn by Sandra Smith, seconded by Leora Siegel, passed on voice vote.

Respectfully Submitted,

Michael M. Tannen, Secretary