



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, January 9, 2013
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Susan Newman

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins, Susan Robertson, Brian Wilson

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

At the request of Michael Tannen, approval of the minutes of the Dec 19, 2012 meeting will be held until the February meeting.

CITIZEN COMMENT

Evanston Public Library Friends President Marcia Mahoney reported that on January 8, at the Central Street Business Association Community Day Awards celebration, a resolution honoring the EPL Friends was read, and funds were donated to EPLF, which plans to use them in conjunction with EPL for a summer reading program in 2013. Similar funds were used in 2012 to help build out the Family Focus project.

NEW BUSINESS

President Schapiro read the Central Street Business Association resolution, and Michael Tannen and Leora Siegel moved and seconded a motion to have the resolution incorporated into the Board meeting minutes. Resolution passed unanimously.

INFORMATION/COMMUNICATIONS -- None

LIBRARY DIRECTOR'S REPORT

Karen Danczak Lyons, EPL Director, reported that with the Library's raised profile, more groups are reaching out to EPL. Included in these groups are the Youth Job Center and Fleetwood-Jourdain Theatre:

- Director Danczak Lyons met with a representative of the Youth Job Center at their request. For the first time, they wanted to ask if we could provide something

for their silent auction. Under consideration: a special “invitation only” FUSE session for a small group of teens, including a pizza dinner. This would help promote the Loft, the FUSE program and EPL at a modest cost to the library.

- EPL is expanding partnership with the Fleetwood-Jourdain Theatre, who will have dramatic readings at the Main Library this summer.

Other highlights:

- Arranging filming/re-broadcast of selected programs beginning this month.
- The Library is featured in this month’s City of Evanston’s “Did You Know” highlighting EPL databases. Posters will be displayed in every City facility for the entire month.
- Lesley Williams applied for, and obtained, a new grant to “bridge the gap” between the Muslim community and non-Muslims –grant funds will be used to purchase films and books and sponsor programming on this topic over the next year.

In addition, for use in analyzing and planning future library services, the Director distributed a map showing one mile radius around the Library’s current and potential facilities (Robert Crown Center) in relation to schools and various age groups.

STAFF REPORTS

As part of an ongoing effort to shine a light on all that EPL does, Susan Robertson and Brian Wilson reported on how they develop collections for Adult Fiction and Non-Fiction, and Children’s collections, respectively.

For adults, Susan Robertson reported that the librarians have traditionally used Baker and Taylor distributors for a standing order for new releases, and are now working with Ingram as well. Having “something for everyone” and a “vibrant and relevant collection” are goals – so collection buying decisions are geared to offer a mix of popular titles and classics, appropriate for a mid-sized library in a diverse community. Ms. Robertson has recently expanded the computer and travel collections, and is working on enhancing the Spanish/art/history and new fiction collections, as well as replacing shabby copies of perennial favorites. Ms. Robertson noted that weeding the collection is an integral part of collection development.

Brian Wilson gave his presentation—*sans* hand puppets--to the Board about the development of the children’s collection. He utilizes the same general criteria noted by Ms. Robertson. Mr. Wilson selects picture books, and early readers, reference, and all audiovisual materials, working with a team of other librarians on the other collections. He said he strives to strike a balance between classics and trendy books but there are always titles, series, and books by certain authors that fly off the shelves. Mr. Wilson modestly accepted the congratulations of the Board for the vote in a recent issue of *Make It Better* that EPL has the best children’s story time programs on the North Shore.

Both librarians follow announcements of best books, and stay current with such information sources as Kirkus Reviews, Booklist, Publishers Weekly, Hornbook, and the New York Times book reviews.

Ms. Robertson and Mr. Wilson graciously and thoroughly fielded numerous questions from enthralled Trustees about the craft of collection development. The Board thanked them for their efforts.

Administrative Services and Financial Reports (Paul Gottschalk) – staff is finalizing the 2012 expenditures and implementing the 2013 budget. Paul Gottschalk thanked Marcy Jenkins for the great work she performed coordinating the Fund for Excellence Campaign.

BOARD REPORTS

Finance Committee (Leora Siegel) – A new process for having the Finance Committee review and approve payroll and other invoices in 2013 was discussed. Paul Gottschalk will put together a schedule for the committee to use to schedule 24-hour turnaround on approvals, and will distribute information needed for approvals as well as have checks cut in anticipation of approvals. If two members of the Finance Committee (including the President if necessary) aren't able to cover the schedule, more Board members will be added to the approval group.

In the event of questions or delay in approvals, Paul can hold back checks until approval is obtained.

Investment Committee (Leora Siegel) – The committee members are appointed in February of odd-numbered years, and the group is currently looking for an Investment Committee member, preferably an Evanston resident or someone who works in Evanston, to join the group. Board members agreed to think about their contacts and make recommendations for member consideration.

Development Committee – (Margaret Lurie) – The 2012 Fund for Excellence raised \$118,000, which represents an 18% increase over 2011's campaign. Some donations are continuing to flow in, and a final report will be available for the Board by the next Board Meeting. The results were due to a lot of effort on the part of the fund-raising committee, staff, and Board members, all of whom were complimented for their support.

Executive Committee – President Schapiro reported that at the last committee meeting, they reviewed a draft for the Library Executive Director evaluation in anticipation of April's scheduled renegotiation of the Director's contract. The committee will use the February and March Board meetings to discuss the evaluation process with the whole Board, so that by the end of March, a program is in place.

UNFINISHED BUSINESS

A. Discussion and Adoption of Proposed Chicago Avenue/Main Street (aka “CAMS”) lease

Michael Tannen moved to convene a lease discussion in closed executive session as an exception to the Open Meetings Act. Margaret Lurie seconded, and the Board adjourned the public meeting at 7:25 p.m.

The Board re-convened in open session at 8:20 pm.

Motion to approve the one-year lease for 900 Chicago Avenue, Suite 102 with Esskay LLC at a cost of \$39,270.84.

Roll call vote – in favor: Lurie, Siegel, Foreman, Smith, Tannen, Schapiro; opposed: Allen, de los Reyes.

ADJOURNMENT Diane Allen moved to adjourn the meeting, Sandra Smith seconded the motion, and motion passed on a voice vote. Adjourned at 8:22 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: February 20, 2013 at 6:30 pm in EPL Board Room