



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

Wednesday, March 20, 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, Connie Heneghan, Daylily Alvarez, Jan Bojda, Paul Gottschalk, Marcy Jenkins

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:34 pm.

APPROVAL OF MEETING MINUTES

Margaret Lurie moved to approve the minutes of the February 20, 2013 meeting; Leora Siegel seconded the motion, and the minutes were approved unanimously.

CITIZEN COMMENT

Linda Gavelek, representing the Evanston Public Library Friends, reported on the plans for National Library Week parties on Saturday April 13 and 20, at Chicago/Main and North Branch, respectively. The open houses are scheduled for 2 -4 pm, and they will feature games, storytelling, and crafts, along with refreshments. Everyone is invited!

APPROVAL OF BILLS LISTS AND PAYROLL

Two members of the Finance Committee and the Board President had already reviewed the bills, and recommended payment – the 24 hour review process is working. Motion to approve payments was made by Sergio de los Reyes, seconded by Diane Allen, and roll call vote was unanimous to approve.

INFORMATION/COMMUNICATIONS -- None

LIBRARY DIRECTOR'S REPORT

- Karen Danczak Lyons, EPL Director, reported

Foot traffic February, 2013:

- Main: 40,816
- North: 4,266
- CAMS: 3,510
- Total: 48,592

- Discussions with the City of Evanston have resulted in the receipt of the \$165,912 budgeted tax revenue for 2012. This is full funding for 2012.
- MakerSpaces research and discussions continues with City of Evanston and Northwestern University. The staff continues to review efforts by other libraries. While most public library maker space/digital learning programs are centered on teens; we envision that our efforts would provide access to adults and teens in the library and bring programs out to the elementary schools. Will continue to apply for grants to support the development of the space.
- Malkinson Family donation for history materials. Reception on March 2nd was well attended. Press release with photographs will be distributed soon.
- Research and discussions regarding positioning the library as a resource for business and incubator/meeting space for small businesses continues. In addition to providing more meeting spaces, the Small Business effort would emphasize EPL's collections and reference support.
- In response to concerns from last month's citizen comment a Library Operations Task force has been set up.
- Recruitment and retention issues for staff and public: implications for career ladder and organizational chart, ways to gauge rate of return business in relation to customer demographics.
- PLA Leadership Development program with ICMA highlights: Asset Based Community Development presentation by Jodi Kretzman from NU; Panel discussion with Wally Bobkiewicz; TedX video "Hole in the Wall" learning and how children teach themselves: presentation by education researcher Sugata Mitra, the first ever \$1 million Ted prize winner who wishes to build his school in the computer cloud.
- Filling the part-time vacancy in for Marketing and Communications as of April 5th.

STAFF REPORTS

Latino Outreach – In EPL's continuing initiative to inform the public that libraries are more than just books, Daylily Alvarez, Latino Outreach Coordinator, gave a comprehensive report on the extensive programming events she has planned, including some that involve partnering with Adelita Hernandez at the City. She has developed varied programs for Hispanic high school students. EPL now has a Spanish Facebook page and Twitter account. EPL has streamlined the process by which non-citizens can get library cards. Daylily commented that she is making inroads in building trust with the Hispanic community, some of whom think that the library is a unit of local government to be distrusted. Daylily outlined the many recent programs and future initiatives in the 3 page Outreach Report accompanying these minutes. Daylily was congratulated by the Board for her eloquent and well-organized report and for her enthusiasm.

Administrative Services and Financial Reports (Paul Gottschalk) – Six positions are open – including Technical Services Manager, Collection Development Manager, Maintenance Supervisor, Marketing & Communications Coordinator, and two shelver positions.

The new Circulation Manager has been hired.

Collection Development Librarian Susan Robertson in Adult Services announced her retirement effective April 19; Mike Ullenbrauck in the Maintenance Department retired in March; and Marianthi Thanopoulos resigned from her position as Marketing and Communications Coordinator.

BOARD REPORTS

Finance Committee (Leora Siegel) – the full committee, Library Director and Administrative Services Manager met with the CEO and the Chair of the investment committee of the Evanston Community Foundation, and hope to form closer partnerships with them in 2013.

Investment Committee (Leora Siegel) – Still recruiting for a third member of the committee – suggestions are welcome.

Development Committee – (Margaret Lurie) -- Did not meet in January-February, but is supporting the EPLF and EPL National Library Week activities and the visibility for the library they will create.

Management Committee - (Margaret Lurie) – No report, did not meet in January-February.

Facilities Committee – (Sergio de los Reyes) New radiator covers were installed in the children's and community rooms. The committee did not meet in January- February.

Executive Committee – President Schapiro – The committee met regularly to review the Director evaluations submitted by the trustees, and planned to discuss the evaluations further in the closed meeting following this open Board Meeting.

UNFINISHED BUSINESS -- None

NEW BUSINESS

A. Blocked Cards Recommendation Approved – Jan Bojda, Head of Youth Services, Connie Heneghan, Head of Neighborhood Services, Lesley Williams, Head of Adult Services, and Karen Danczak Lyons, Library Director recommended unblocking library cards with overdue fines as a means of welcoming back people, particularly children, to the Library. (Their analysis and recommendation are included in the Board packet.)

Approximately 1,600 cardholders will be contacted by mail and email and welcomed back to the library. The timing is targeted to have the cards unblocked during National Library Week.

The team will continue to work on solutions for cardholders whose cards are blocked due to lost materials or interlibrary loan fees.

Michael Tannen moved to approve the initiative and Sergio de los Reyes seconded the motion – motion passed unanimously with a voice vote.

B. Library Automation Services of CCS Expense Approved -- Paul Gottschalk asked the Board from permission to pay a \$101,700 expense for library automation and OCLS records cataloging. Discussion ensued concerning the advantages and disadvantages of continuing a contract that hasn't been negotiated by CCS for 17 years, and Ms. Lyons explained that CCS is now in the process of putting together an RFP to bid out the services, with a revised contract possible by next year.

Leora Siegel moved, and Margaret Lurie, seconded a motion to approve the expenses, motion passed unanimously.

ADJOURNMENT Sandra Smith moved to adjourn the meeting, Tori Foreman seconded the motion, and motion passed on a voice vote. The public Board meeting was adjourned at 7:38pm and the Board went into a closed Executive Session to discuss personnel matters.

The Board reconvened into regular session and then adjourned the meeting at 8:55 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

