



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

Wednesday, April 10, 2013
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Margaret Lurie, Susan Newman, Michael Tannen, Benjamin Schapiro, Leora Siegel, and Sandra Smith

Members Absent: Tori Foreman

Staff: Karen Danczak Lyons, 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 6:31 pm.

CITIZEN COMMENT

Lori Keenan and Trish Stieglitz, co-Presidents of the Evanston Public Library Friends, described plans for National Library Week events at Chicago/Main (CAMS) and North Branch. Using the “Communities Matter” theme for the week (April 14 – 20), the Friends have scheduled special child-centered craft events at both branches on Saturday, April 13, and again at North Branch only on Saturday, April 20. CAMS will feature a performance by a local magician at 2 pm on the 13th, and NB will host a puppet show at 2 pm on the 20th.

At both locations, the Friends will also have information for adults interested in joining EPLF, volunteering, or making a donation.

APPROVAL OF BILLS LISTS AND PAYROLL

Current invoices and payroll details were reviewed by the Finance Committee and recommended for approval by the whole Board. Michael Tannen moved to approve the payments, Diane Allen seconded the motion, motion carried unanimously by roll call vote.

INFORMATION/COMMUNICATIONS

President Schapiro read Board Member Sergio de los Reyes’s resignation letter, and spoke for the whole Board when he said Sergio had ably contributed to the Board, and his participation would be missed. Mr. de los Reyes has agreed to continue to provide assistance with library facilities committee projects.

LIBRARY DIRECTOR'S REPORT

Karen Danczak Lyons reported on library activities and community efforts including:

Foot traffic at the Main Library, CAMS and North Branch in March, 2013 was 55,784, up 8.7% over 2012.

- EPL is seeking new partnerships to support workforce development. Karen met with City Manager's Office and ORT Technical Institute to discuss collaboration and tour the Main Library.
- As the City of Evanston reviews services to senior citizens, EPL is engaged by providing research, discussing current EPL programs and seeking additional ways to collaborate.
- Participation in the City of Evanston's Recruitment and Retention taskforce: analyzing existing data and identifying strategies to recruit and retain a diverse, skilled workforce.
- Strengthening partnership with Downtown Evanston and Carolyn Deluttri to cross promote programs and new ways to collaborate and share EPL resources.
- Latino programming – with Foundation 65 and District 65: Suni Paz and Isabel Campoy program had an excellent turnout - 144 people, 75 kids, many new to the library, our first event filmed by Evanston Community TV (ECTV); On April 6th, EPL hosted the second Cesar Chavez Day of Service Program, brought to us by the Omega Delta Phi Northwestern chapter, the Evanston Township High School Latino Quest Club, and The Purple Crayon Players. We had a nice crowd of participants (30 children; 15 young adults; 40 adults) and it turned out to be a great community engagement event.
<http://www.northbynorthwestern.com/story/omega-delta-phi-service-day/>
- At the All Staff Institute on April 5th, there were 2 special presentations:

Vendor Presentation: Brainfuse representative Diane Weltzer - Brainfuse provides online assistance to students of all ages. Homework help is received through its HelpNow service -- a unique blend of one-to-one homework help, state-aligned skills building, test preparation, and writing assistance. An innovative learning system provides colleges and universities with a full range of online tutoring, collaborative learning, and self-study tools.

Case Management Services and De-escalation Techniques: Presence Behavioral Health representatives Kari Sandy and Rainer Huemer -- Presence Behavioral Health is the newly contracted agency that will assist individual library patrons and families in need of crises intervention services. Presence BH will provide outreach, case-management and in-home triage and assessments for Evanston residents who need crisis intervention services.

- Staff program proposal from Loft staff accepted: "MACHINES, TOOLS, IMAGINATION, STORIES: Book-based, guy-friendly teen programming that girls

will love too” has been accepted for presentation at ILA’s conference – Ignite! – at Navy Pier, October 15-17.

- Senior Spelling Bee scheduled for May: practice sessions at Levy Center on May 6 at 10 am & May 16 at 1pm for practice sessions; spelling bee at Fleetwood Jordain on Saturday, May 25th. Recruitment at Library and other sites throughout the community. The term “senior” is liberally defined as people age 50 and over.
- The Library falcons continue to garner interest both locally (4 eggs in the nest) and around the world, including a recent inquiry from a PhD student at the Czech University of Life Sciences in Prague.
- Patron survey to be distributed to collect information on why people are using the Library.

BOARD REPORTS

Finance Committee (Leora Siegel) – Committee members Leora Siegel, Diane Allen, and Susan Newman met April 3 with Karen Danczak Lyons and Paul Gottschalk and discussed ideas for a long term financial plan, including the endowment. The Finance Committee approved having the staff look at options for using the bequest by George Ariffe including putting it in the endowment or using some of the funds for operations. The Committee will have a presentation on internal controls at the June 2013 Board Meeting.

Investment Committee (Leora Siegel) – Continuing to look for a third member.

Development Committee – (Margaret Lurie) – Development efforts include the Friends events for National Library Week, and a 2012 Annual Report mailing currently scheduled to go to 1,500 donors/prior donors and other residents, as well as distributed to Board members for private mailings and meetings.

Management Committee - (Margaret Lurie) – No meetings over the past month.

Facilities Committee – no activity over past month.

Executive Committee – (President Schapiro) The Committee met to work on the Library Director’s evaluation and employment agreement, and is prepared to discuss it in the closed session following this open meeting. Board members’ input was appreciated.

UNFINISHED BUSINESS – None

NEW BUSINESS

A. Appointment of Nominating Committee (Benjamin Schapiro) Margaret Lurie is chair of the committee, with Diane Allen and Tori Foreman comprising the rest of the committee. They will present a proposed slate of officers at the May meeting. If any

trustee is interested in being on the Executive Committee – or in serving in another role – let them know.

B. Closed Session for Personnel Evaluation – (Benjamin Schapiro) The Board President moved to convene an Executive Session to discuss an agenda item regarding personnel, pursuant to 5 Illinois Compiled Statutes (“ILCS”) 120/2a.

ADJOURNMENT Margaret Lurie moved to adjourn the meeting, Diane Allen seconded the motion, and motion passed on a voice vote. The public meeting was adjourned at 7:21 pm. and the Board went into Executive session.

The Board re-convened into regular session. The meeting adjourned at 8:30 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary