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

Members Absent: Tori Foreman, Susan Newman

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins, Jill Schacter, Connie Heneghan

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:33 pm.

CITIZEN COMMENT -- none

BOARD MEETING SCHEDULE – Because several trustees will be unable to attend the regularly scheduled October 16 meeting, President Schapiro polled the group to see if a quorum will still be available on October 16, and if October 23 would be an alternative meeting date when more trustees could attend. After discussion of trustees’ availability and the pros and cons of changing the meeting date in October, the consensus was to stay with the regularly scheduled date. If a quorum can’t be reached on that day, other arrangements for an October meeting will be made.

CONSENT AGENDA – Diane Allen moved, and Margaret Lurie seconded, a motion to approve the consent agenda approving the meeting minutes for the July 31 and August 21, 2013 board meetings, as well as the bills lists and payroll for the current month. Motion carried unanimously in roll call vote.

INFORMATION/COMMUNICATIONS – no report

LIBRARY DIRECTOR’S REPORT -- Director Danczak Lyons distributed a written report (attached to this minutes) and took a few minutes to draw the trustees’ attention to a few items in the report, including:

- The Illinois State Library Advisory Committee’s request that minimum funding levels be waived by the federal Institute for Museum and Library Services so that funding for libraries would not be reduced.

- EPL’s September 18 program welcoming new residents at the Civic Center
Thursday, September 26 training for libraries and other non-profit sector organizations co-sponsored by the Illinois Coalition for Immigrant and Refugee Rights and the US Citizenship and Immigration Services.

Friday, October 4th All Staff Development for the Library – EPL will be closed to the public until 1 pm for the sessions.

STAFF REPORTS

Administrative Services and Financial Reports (Paul Gottschalk) – The trustees had no questions on Mr. Gottschalk’s reports.

BOARD REPORTS

Finance Committee (Leora Siegel) – No report.

Investment Committee (Leora Siegel) – Committee meets quarterly, with next meeting scheduled for October. Investment Committee report from prior meeting has been distributed.

Development Committee – (Margaret Lurie) – Plans are on target for the Fund for Excellence campaign; the planning group had a virtual meeting to review the schedule and assumptions behind the plan.

Management Committee - (Margaret Lurie) – No report.

Facilities Committee – (Benjamin Schapiro) – No report.

Executive Committee – (Benjamin Schapiro) – No report.

UNFINISHED BUSINESS

A. Approval of the Library FY2014 Base Operating Budget – Leora Siegel moved, and Michael Tannen seconded a motion to adopt the Base Budget for $5,431,439 as previously reviewed. Motion carried unanimously in a roll call vote.

B. Approval of the Library FY2014 Staffing Additions to the Base Budget – Margaret Lurie moved, and Michael Tannen seconded a motion to accept the $284,900 increase for recommended staffing additions to the base budget.

During the discussion that followed, Diane Allen moved, and Benjamin Schapiro seconded, a motion to amend the staffing additions to $74,400 to fund increases for expanded service in West Evanston, a part-time Young Adult Assistant, and a part-time Adult Assistant only; and to fund the Development Manager position out of non-tax levy money – either a grant or with 2013’s operating surplus, or from the endowment’s unrestricted bequests. The Director provided a justification for all of the positions and emphasized in particular the importance of having a full-time
Development Manager as part of the line item budget, who could develop partnerships and establish long-term relationships which could ripen into grants and donations. It sometimes takes more than a calendar year for such work to bear fruit. In a roll call vote, the motion failed, with 2 Ayes and 5 Nays.

Returning to the motion to accept the $284,900 staffing additions, the trustees passed the motion 6 to 1 (Allen) in a roll call vote.

C. Approval of the Library FY2014 Capital Fund Budget – Leora Siegel moved, and Vaishali Patel seconded, a motion to approve the capital fund budget recommendation for $150,000.

During discussion, while recognizing the importance of establishing a capital fund, Michael Tannen moved to reduce the facilities maintenance portion of the recommendation by $25,000, to $75,000, because of the uncertainty concerning the need for the library to fund the expenses. Margaret Lurie seconded the motion, and the motion failed.

Returning to the motion to approve the $150,000 capital budget, the trustees approved the motion unanimously in a roll call vote.

The Trustees discussed that it is important for the Board to be united and confident in supporting the adopted budget in anticipation of potential backlash about the increase in the levy. Among topics discussed in this regard were (i) any shift of the debt service to EPL would be a wash since the Library had already been paid for; (ii) the actual increase in the budget is best framed in monetary terms, not percentage increase in the levy, e.g., the increase in the levy for the average home is less than the cost of two books; and (iii) even with the increase in the levy, EPL’s budget still lags far behind peer libraries, a point stressed by Trustee Patel.

NEW BUSINESS

Review of Marketing, Promotion and Collaboration Standards – The Director asked for approval to adopt the recommended state standards for advertising, and noted plans to do a formal marketing plan. Margaret Lurie moved, and Diane Allen seconded a motion to approve the standards; motion carried unanimously in a voice vote.

ADJOURNMENT Sandra Smith moved to adjourn the meeting, Leora Siegel seconded the motion, and the motion passed on a voice vote. Adjourned at 8:10 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary
Library Director’s Report  
September 18, 2013

Updates

• Social worker interns made their first client contact at the Main Library on Monday.

• Small business support and workspace at Main library – work continues with staff from both the City Manager’s Office and Economic Development and local business leaders. A joint presentation will be made at the Economic Development Committee next week and will seek supplemental funding for a 20 hour per week reference staff person.

• “Get Caught Reading” photo contest – to engage our patrons in a new and creative manner and highlight the importance of reading and literacy launched on September 14th. Wonderful submissions have already been received.

• Highlights from the Illinois State Library Advisory Committee: For a third year, the Illinois State Library is requesting a waiver from IMLS asking that minimum funding levels be waived as the State continues to struggle with funding. If waiver is not approved, funding for libraries will be cut. State Library sought input on Public Library Per Capita & Equalization Aid Grant Program requirements for FY15-FY17. State Library has restored the following continuing education programs: On the Front Lines, Small Public Library Management Institute (target audience: Directors), ILEAD USA (aimed at locally convened teams which include representatives from the libraries and teach skills to create technology based programs or presentations.)

Services and collaborations

• Initial meeting with Northwestern University this afternoon to discuss a potential joint art program. More details to follow as pilot program details are finalized.

• EPL staff’s book reviews are now being featured each week in the online Evanston Review

• Exploring partnerships with staff at Recreation Department – with an emphasis on bringing library programs and services to Park facilities – especially Fleetwood Jordain, Robert Crown and facilities on the south side of the City of Evanston.

Upcoming events of Note:

• September 18: EPL hosting a program at the Civic Center to welcome new residents

• September 26th: The Illinois Coalition for Immigrant and Refugee Rights (ICIRR), in partnership with US Citizenship and immigration Services (USCIS), proposes Illinois Citizenship Corners at local public libraries throughout the State of Illinois to provide top quality information, resources, and references to residents on citizenship and other immigration topics. This training is not for individuals. It is for people who work with libraries, for educators and those part of non-profit/public sector work.

• October 4: EPL will be closed in the morning for our All Staff Institute session.