MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, November 20, 2013
6:30 PM
Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Tori Foreman, Susan Newman, Vaishali Patel, Michael Tannen, Benjamin Schapiro, Leora Siegel, and Sandra Smith

Members Absent: Margaret Lurie

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 6:30 pm.

CITIZEN COMMENT -- none

CONSENT AGENDA – Leora Siegel moved, and Diane Allen seconded the motion to approve the bills lists and payroll. The motion passed unanimously in a roll call vote.

INFORMATION/COMMUNICATIONS – None

LIBRARY DIRECTOR’S REPORT -- Director Danczak Lyons drew attention to several of the items included in the attached Library Director’s Report for November 20, 2013, including:

Center for Economic Progress is interested in offering free tax assistance, as well as information on the Affordable Care Act, from January through April, 2014 in the 3rd floor seminar room.

An official Healthcare Navigator was in the Main Library on November 11th from 9 a.m. to 9 p.m. and November 16th from 9 a.m. to 6 p.m. to help with questions and sign-ups for health insurance through the Affordable Care Act, and will continue to offer the service through the year’s end. Trustees commented that this was a wonderful service EPL was offering the community.

Danczak Lyons is working with a LEND Northwestern University student group to include their counseling services and micro-loan program to the Library’s small business and entrepreneur patrons in conjunction with the new “Next Chapter” programming for businesses. Inaugural event is being planned for January.

Please see other activities and statistics in the report following these minutes.
STAFF REPORTS

A. Administrative Services and Financial Reports (Paul Gottschalk)

- Interviewing for a 20-hour librarian position is complete, and evaluation and recommendation for hiring are next steps.
- Planning for the hiring of other new 2014 positions is underway.
- Facilities study Phase 1 study is complete, with Phase 2 report results are due next week.

BOARD REPORTS

Finance Committee (Leora Siegel) – In a public meeting, the Finance Committee unanimously recommended approval of Items 1 and 2 listed below, as discussed at the November 13th Board meeting:

1. Approval of FY2014 Revenue Budget -- President Schapiro moved to approve the Revenue Budget, and Vaishali Patel seconded the motion. Motion carried unanimously in roll call vote.

2. Approval of Resolution 2013 R1 providing for the budget and setting the annual tax levy for FY2014. Ben Schapiro moved, and Michael Tannen, seconded the motion to approve resolution 2013R1 for the tax levy of $5,032,000 for the total 2014 Budget of $6,062,094. (Additional revenues will come from fees and fines, per capita grant, rental income, and library fundraising.) Tax collections are running at 96% of budget, so an additional 2% was added to compensate for tax collection shortfalls. Motion carried unanimously in a roll call vote.

The context for the resolution was that the total City of Evanston’s tax increase in 2014 is projected to be 1.25%, and Paul Gottschalk estimated the overall net impact per annual household to be $22.63.

At the City Council meeting on November 18th, Alderman Burrus complimented the Library team for bringing back a reduced funding request for 2014, as requested earlier in the budgeting process, and Marty Lyons recognized Administrative Services Manager Gottschalk and Library Director Danczak Lyons for being so creative and constructive in adjusting the budget at the city’s request.

Investment Committee (Leora Siegel) – committee did not meet; no news to report.

Development Committee – (Margaret Lurie) – committee did not meet, but Marcy Jenkins gave an update on the Fund for Excellence 2013 campaign plan and said early results were encouraging, with 4-, 8- and 12-week results reports planned for future Board Meetings.

Management Committee - (Margaret Lurie) – did not meet; no news to report.
Facilities Committee – (Benjamin Schapiro) – will be meeting to review the report on Phase 2 of the Facilities Study.

Executive Committee – (Benjamin Schapiro) -- did not meet; no news to report.

UNFINISHED BUSINESS – None.

NEW BUSINESS
A. Appointment of Finance Committee member (Benjamin Schapiro) – Michael Tannen moved, and Diane Allen, seconded a motion to appoint Sandra Smith to serve as the 3rd member of the Finance Committee. Motion approved unanimously in a voice vote.

B. Library Board Meeting Schedule for 2014 (Karen Danczak Lyons) – Leora Siegel and Tori Foreman, respectively, moved and seconded a motion to approve the Board meeting schedule that Director Danczak Lyons presented. Motion passed unanimously in a voice vote.

C. Library Closing Schedule for 2014 (Karen Danczak Lyons) – Highlights of the Director’s recommendation included 2 half-days for Staff Development (including Harwood Institute follow up and progress) as well as the other days traditionally treated as holidays by the City, including closing at 5 p.m. New Year’s Eve, and being closed the Sunday before Memorial Day and Labor Day. Paid holidays are covered for union members in the collective bargaining agreement.

Susan Newman moved, and Vaishali Patel seconded a motion to approve the closing schedule as proposed. Motion carried unanimously in voice vote.

ADJOURNMENT Sandra Smith moved to adjourn the meeting, Tori Foreman seconded the motion, and motion passed on a voice vote. Adjourned at 7 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: Wednesday, December 18, 2013 at 6:30 pm in EPL Board Room
Library Director’s Report

November 20, 2013

Foot traffic September, 2013:  
Main: 44,025
North: 4,085
CAMS: 4,500

56,839

Foot traffic October 2013:  
Main: 48,254
North: 3,614
CAMS: 4,129

51,768

Updates:

- Thank you to members of the Board for attending the City Council meeting on November 18th. The City Council will adopt the 2014 Budget at their meeting on November 25th. The 2014 Tax Levy will be adopted on December 9, 2013.
- Dia de los muertos event a huge success with 200 attendees.
- Center for Economic Progress would like to use the resource room space on the third floor to offer free tax assistance from January through April, 2014 during evenings and weekends. I am working through logistics issues.
- “Readers of Evanston” Facebook and Tumbler pages launched: Evanston professional photographer is donating her time and expertise. Subjects are being interviewed by one of our interns and the resulting images and stories highlight the importance of reading and the Evanston Public Library.

Assessments, metrics and initiative results:

- An official Healthcare Navigator was at the main library on Monday November 11, from 9 am to 9 pm and Saturday, November 16, 9 am to 6 pm, to help with questions and sign-ups for health insurance through the Affordable Care Act.
- We are finalizing the purchase of a database in fulfillment of Malkinson Bequest. Once the database is installed we will publicize the new addition to our online resources and the generosity of the Malkinson family.

Services and collaborations:

- I am working with the LEND Northwestern University student group to bring their counseling services and micro-loan program to our small business and entrepreneur patrons in conjunction with our Next Chapter programming for businesses.
- 2014 Summer Reading Program update: The next step in our collaboration with the Parks & Recreation Department will be to pilot the integration of our Summer Reading Program into the curriculum of their camps at select locations.
- Harwood Institute Update: Our staff learned a new approach to engaging the community in discussions of library services and community needs. They have begun to query different groups of users and will present details and updates at future EPL Board meetings.
• Evanston Coalition to End Violence – Newly formed group that met for the first time last week with representatives that included the schools, community leaders and the Mayor.
• 2013 Library Journal Director’s Summit this week focused on “Innovating from the Top: Where Design Thinking and Impact Measures Meet.” Similar to the content of the Harwood Institute the sessions explored ways to identify issues by engaging the user and designing programs with impact measurements in mind.
• The new Evanston Public Library logo has been trademarked.

**Upcoming events of note:**

• Holiday Bash and Tree Lighting – music and hot chocolate in the lobby of the main library on Friday, December 22nd before the tree lighting.