MEETING MINUTES
Evanston Public Library Board of Trustees
Wednesday, December 18, 2013
6:30 PM
Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Tori Foreman, Sandra Smith, Susan Newman

Staff: Karen Danczak Lyons, Paul Gottschalk, John Devaney, Jose Maldonado, Jill Schacter

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:47 pm.

CITIZEN COMMENT - none

CONSENT AGENDA
Leora Siegel moved, and Diane Allen seconded, a motion to approve the October 30 and November 13, 2013 meeting minutes, the bills list and payroll. Motion carried with unanimous roll call vote.

INFORMATION/COMMUNICATIONS – no report

LIBRARY DIRECTOR’S REPORT - attached to these minutes.

STAFF REPORTS –

A. Staff presentation on Circulation Services (Jose Maldonado) As part of the Board’s continuing efforts to demonstrate to the public the depth and breadth of EPL’s services, Jose Maldonado introduced himself, described the functions of the Circulation Department, his customer-first service philosophies, and vision of outstanding customer service for the Circulation Department. Trustees complimented Mr. Maldonado on how courteous, proficient, and friendly his staff was and Trustees requested that he tell them how much the Board appreciates what they do.

B. Administrative Services and Financial Reports (Paul Gottschalk) – Paul Gottschalk expects this year’s operating surplus to go towards future capital expenses.
BOARD REPORTS

Finance Committee (Leora Siegel) – discussed lease for the branches. Diane Allen moves to approve modification of 900 Chicago Ave. lease language to give right to contest taxes if we so wish. Second by Benjamin Schapiro. All in favor. Motion passes. Leora moves that we approve the 900 Chicago Avenue lease with 2 year renewal; 3% annual increase in rent. Approved by unanimous roll call vote.

Discussion of Perennials lease to expire in February 2014 with real estate taxes owed.

Investment Committee (Leora Siegel) – no report

Development Committee – (Margaret Lurie) – current Fund for Excellence is up 22% over this time last year. There are more donors than in past years. Marcy Jenkins was singled out for her tireless efforts.

Management Committee - (Margaret Lurie) – no report. Next meeting 1/6.

Facilities Committee – (Benjamin Schapiro)
Paul Gottschalk and John Devaney reported on the Building Assessment of the Main Library and North Branch. Their presentation is attached.

Executive Committee – (Benjamin Schapiro) no report

UNFINISHED BUSINESS - none

NEW BUSINESS

A. Patron Fernando Fontanez did not show up for the second time for his requested appeal of his suspension. Benjamin Schapiro moves that the suspension stands as originally issued with no further appeals. Vaishali Patel seconds. Motion unanimously passes.

B. Patron Todd Kemnitz did not appear for his appeal of suspension. Benjamin Schapiro moves that the suspension stands unless Mr. Kemnitz requests another appeal at a mutually convenient date. Michael Tannen seconds. Motion passes.

ADJOURNMENT Benjamin Schapiro moved to adjourn the meeting, Michael Tannen seconded the motion, and motion passed on a voice vote. Adjourned at 8:05 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: January 15, 2014 at 6:30 pm in EPL Board Room
Library Director’s Report

December 18, 2013

Foot traffic October, 2013:          Foot traffic November, 2013:
Main:  48,254                      44,449
North: 3,653                       3,614
CAMS:  3,569                       4,129

51,671                                51,768

Updates:

• The 2014 Tax Levy was adopted on December 9, 2013.

• I will be executing a Memorandum of Understanding with the Center for Economic Progress in order to offer free tax assistance from January through April, 2014 on a specified evenings and Saturdays.

• On Monday, 43 new citizens from 23 countries took the oath of allegiance and became new U.S. citizens. Congresswoman Jan Schakowsky offered congratulatory remarks and Mayor Tisdahl was the keynote speaker. Our own Marlene Meyer sang the National Anthem. The U.S. Citizenship and Immigration Services Department was very pleased with the ceremony and accepted my invitation to hold future ceremonies at the Evanston Public Library.

• Book sale results from this past weekend: $14,489 (a 20% increase over the same holiday sale last year). Our thanks to the wonderful Book Sale volunteers who work tirelessly to produce the sales and to our staff for their important contributions as well.

Assessments, metrics and initiative results:

• Affordable Care Act update: Our partners Connections have continued to enroll residents at all three of our locations. On Saturday, 14 participants were enrolled at the main library; North branch supported the enrollment of 5 participants on Monday and CAMS has a volunteer helping residents to enroll this evening. With the volunteer’s assistance, it can take up to an hour per enrollment.

• As a direct result of our outreach to Ebenezer-Primm Towers located at 1001 Emerson and the Library’s computer classes to the senior citizens in residence at this location, Internet and two computers have been installed by the facility for the use of the residents. Before our outreach and classes, the residents had access to neither at their facility and limited ability to travel to the library. Jill Skwerski, our Community Outreach Librarian brings library laptops, borrows a van from the City’s pool and transports ETHS students to assist in teaching the senior citizen students in basic computer skills.
Today we recruited our first two volunteers to assist as we partner with NU Campus Kitchens and ride along to deliver free books from the library as NU delivers meals to residents throughout the City. Flyers about the program are available this evening and we hope that additional volunteers will come forward to assist as we bring good books to residents to keep them company during the cold winter days ahead.

Services and collaborations:

• NEW COLLABORATION: Evanston Two-Generation initiative: The goal of the Evanston Two-Generation Initiative is to advance the economic security of low-income parents by linking them to education, career development, and employment while simultaneously promoting the school success of their young children. In partnership with the Evanston Community Foundation, the Evanston Public Library will be the primary location for the sessions. For the pilot, 15 parents of young children, ages birth to six, with children enrolled at Evanston District 65 Early Childhood Center, Infant Welfare Society of Evanston, and Child Care Center of Evanston will be recruited.

• NEW COLLABORATION: Cradle to Career: EPL has been invited to participate in a city-wide initiative involving the City of Evanston, Evanston Township High School, District 65, Northwestern, Oakton Community College, the Evanston Community Foundation, local child care and you services providers. This 20 year commitment is being undertaken to create the following vision: “By the age of 23, all Evanston young adults will be leading productive lives, building on the resources, education, and support that they and their families have had to help them grow into resilient, educated, self-sufficient, and socially responsible results. At an EPL Board meeting early in 2014, we will have a presentation of the initiative to the Board by a member of their Steering Committee.

• EPL is partnering with District 65’s Smart Start/StoryBus events in December and January. (December 10 and 12 and January 14 and 16). On each of the dates a different school will host the StoryBus and Smart Start families from other specific schools will be invited: the December 10 program was at Washington school with Smart Start families from Dawes and Rhodes invited and the program on December 12 was at Kingsley with Smart Start families from Willard and Orrington invited. EPL staff lead by Laura Antolin created and organized 3 literacy activity tables for families before they got on the StoryBus.

Upcoming events of note:

• Charles Happ, owner of the Technology Innovation Center is generously donating a 3D printer to the Evanston Public Library for use with our younger patrons in The Loft and in schools. We anticipate delivery of the printer before the end of the year.

• New hours of operations at both branches will begin on January 2, 2014.

• Next Chapter, our branded service to small businesses and entrepreneurs will launch during the first quarter of 2014. More details to follow.