MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, January 15, 2014
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, and Sandra Smith

Members Absent: Tori Foreman, Susan Newman

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 6:33 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 –
“Cradle to Career” -- William Geiger, CEO of the McGaw YMCA, introduced this new community change initiative’s commitment to a bold twelve year reading and literacy goal for ALL of Evanston’s students, so that by the age of 23 they are all leading productive lives.

As part of the initial Cradle to Career planning group, Geiger worked with local representatives from the Evanston Community Foundation, Child Care Network of Evanston, School Districts 65 and 202, Y.O.U. and Northwestern University, among others, to get agreement on the program’s multi-year goals, and to begin exploring how various Evanston organizations working with children and families and education and health can increase their collective impact.

At this point, they are reaching out to other organizations, including Evanston Public Library, to evaluate how this program would fit into their strategic plans, in an effort to expand the community partnerships. Participating organizations will be asked to contribute to the annual budget of the program, based on the relative size of the organization – at this point, expectations are that no one group will be asked to contribute more than $50,000.
While this may sound like past programs, Geiger stressed that the thinking and practices involved in the effort really do represent a new approach, and that new leaders and ideas will be driving the program. As an example, he cited how having parents drive the agenda for community schools has had positive effects in increasing health, reducing violence, expanding access to services to participating families.

Cradle to Career is modeled after the “Stride” program in Cincinnati.

Discussion questions included how the program could reach new arrivals in the community, including but not limited to new Hispanic residents, and whether plans include engaging private schools and home schooled students. Trustees commented how the goals of the Cradle to Career program echo the goals of EPL’s Strategic Plan. Trustees also discussed how the summer reading program is particularly crucial and discussed how EPL could potentially gauge outcomes in an objective fashion.

Director Danczak Lyons is planning on attending future Cradle to Career meetings and getting the Library involved.

Mr. Geiger provided a copy of a presentation to include in these Board minutes.

**LIBRARY DIRECTOR’S REPORT** - Director Danczak Lyons highlighted a few of the items in her monthly report (a copy of which is attached with these minutes.)

Patron visits for 2013 totaled 664,644, and circulated materials topped one million, at 1,080,254.

The owner of Perennials on Central Street has notified the Library that they are not seeking to renew their lease, so EPL will be exploring other options for using the space after February.

A special Spring reception (to be held Wednesday, April 2 or Thursday, May 1) is being planned to show appreciation to EPL donors and volunteers, pending approval by the Board to close the Library early on the night of the event. More details will be presented at the next Board meeting, and a vote will be requested at that time.

**STAFF REPORTS**

**Staff Presentation on Community Engagement**

In the Board’s continuing program to demonstrate the depth and breadth of EPL’s activities throughout Evanston, Jill Skwerski, Community Outreach Librarian, presented activities and accomplishments for the past 6 months since her appointment to the position, and reported on the Library’s participation in a series of one-time seasonal and regularly scheduled community events. At each event, free and reserved library books are distributed, new library cards can be made, and blocked library cards can be cleared.

Programs outside of the library branches have included partnering with Northwestern’s Campus Kitchens to deliver books to elderly citizens, providing Affordable Care information, an after school program at Crown Center, and participating in the monthly
Produce Mobile food and book distributions.

Going forward, Ms. Skwerski will be working with Kathleen Lanigan to expand EPL’s Small Business programming with book group lunches and a SCORE series. She’s also working with a new Learning Literacy Program for Moms and babies aged 0 – 3 months and on expanding locations for the summer 2014 reading program.

Ms. Skwerski’s enthusiasm and passion for her job was self-evident and she was complimented by the Board for her efforts.

Administrative Services and Financial Reports – Paul Gottschalk reported that 2013 bills are still being paid, and a final reconciliation of the year’s results will be forthcoming at the next meeting. Revenue shortfalls include Property Tax decrease of $88,000 vs. expectations.

Personnel – Have received 44 applications for the Development Officer position, and continuing to recruit for a 20 hour per week Young Adult Library Assistant and (newly open) part-time Technical Services Librarian position.

Facilities – Mr. Gottschalk is anticipating a need to renovate the Perennials space and announced the intention to apply for an accessibility grant to upgrade the rest rooms at North Branch.

BOARD REPORTS
Finance Committee (Leora Siegel) – No meeting in past month. Next meeting will be in April.

News from the ILA Board has confirmed that it will not be filing a waiver (to avoid allocating money to libraries in the state) so that EPL be getting some money from the state in 2014.

Investment Committee (Leora Siegel) – Met Monday, January 13th, and will begin investigating laddered corporate bonds through 2026 to match liabilities.

Development Committee – (Margaret Lurie) – No meeting in past month. Trustee Lurie asked Marcy Jenkins to share current results-to-date for the Fund for Excellence, and Ms. Jenkins reported that 2013’s fund currently stands at $134,871, up over $10,000 vs. 2012, for a 9% gain, and thanked the Board for their personal financial support and actions on behalf of the campaign. A final report will be available for the February Board meeting.

Management Committee - (Margaret Lurie) – No meeting in past month.

Facilities Committee – (Benjamin Schapiro) – No meeting in past month.

Executive Committee – (Benjamin Schapiro) - No meeting in past month.

UNFINISHED BUSINESS -- none
NEW BUSINESS

A. Approval of the Siemens Building Automation Agreement and Total Building Services Janitorial Agreements – Paul Gottschalk asked for the Board’s approval to continue each of these agreements (both part of multi-year contracts already approved.)

Margaret Lurie moved, and Leora Siegel seconded a motion to approve the Siemens contract for the building control system in the amount of $29,442. The Board approved the motion unanimously in a roll call vote.

Margaret Lurie moved, and Leora Siegel seconded a motion to approve the Janitorial Services contract with Total Building Services in the amount of $85,920, and the Board again approved the motion unanimously in a roll call vote.

ADJOURNMENT Leora Siegel moved to adjourn the meeting, Sandra Smith seconded the motion, and motion passed on a voice vote. Adjourned at 7:55 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: Wednesday, February 19, 2014 at 6:30 pm in EPL Board Room
Library Director’s Report

January 15, 2014

Foot traffic November, 2013 December, 2013 2013 totals

Main: 44,449 40,331 552,148
North: 3,614 4,341 63,160
CAMS: 4,129 3,195 49,336

Total: 51,768 47,867 664,644

Updates:

- Our circulation of materials in all formats totaled 1,080,254 items in 2013. This compares to 990,345 in 2013, resulting in an additional 89,909 items circulated last year.
- The new hours of branch operations began this month and are appreciated by our patrons.
- A highlight from the Illinois State Library Advisory Committee: Staff projects level funding for FY 2015 which begins July 1, 2014.
- The owner of Perennials has notified me that they are no longer seeking to renew their lease.
- Next Chapter, our business and entrepreneur services have begun and an official launch of the program is being planned by the Steering Committee for the first quarter of 2014.
- Reception the evening of either April 2nd or May 1st: To express our appreciation for the contributions of our generous donors and dedicated volunteers, we are planning a coffee and dessert reception from 6:00 – 8:00. To prepare for the event, I am requesting permission to close the Main library at 4:00 that afternoon.

Assessments, metrics and initiative results:

- Support to new immigrants: December’s free citizenship application program was a success. Despite the heavy snowfall, we had 51 attendees and 30 of them were ready to apply. World Relief will host another workshop here in May.
- Social Work Interns Pilot program results: Presence Behavioral Health provided library patrons and staff with 312 hours of service from September through December 31st at both the Main Library and CAMS during the pilot program. After discussion with Presence Behavioral Health staff, they have committed to continuing the program, expanding the hours of service in 2014 and creating and providing mini-workshops for patrons and staff on topics of interest such as dealing with depression.
Services and collaborations:

- Tax Preparation services will be provided for eligible residents beginning on January 25th at the Main Library. Services are available on a first come – first served basis on Tuesday and Thursday evenings from 5:30 – 8:00 pm and on Saturdays from 10:00 – 1:00 pm. The Center for Economic Progress will staff an intake table in the lobby and taxes will be prepared in the third floor WorkNET computer lab through April 16, 2014.
- New Collaboration: Evanston’s HeARTh: Indoor Winter Wonder Spaces. The Public Art Committee is launching a new series of programs that will create temporary public art pieces using crowd-sourced materials. The first program will be hosted at the Main Library on a Saturday in February: Yarn Bombing. Interested knitters from around the City will donate their time, talent and yarn to knit scarves for our trees around the library on Church Street – beginning with the river birches at the corner of Church and Orrington. We will feature a selection of our knitting books for patrons to check out.

Upcoming events of note:

- Celebrate Martin Luther King, Jr. Day at the Library: The community is invited to participate as the Evanston Public Library honors Martin Luther King Jr. Day on Monday, January 20, with activities, talks and performances by and for all ages.
- FAFSA Completion Days: One on One Assistance is scheduled for Saturday, January 18, Saturday, February 1, Saturday, February 15, at the Teen Loft in the Main Library 9:30 am-6 pm. FAFSA is the form completed to apply for financial aid for college.
- In conjunction with Centro Romero’s Adult Education Director, Jeff Tinley, Daylily has coordinated a new series of free citizenship classes at EPL. Classes will be held on Wednesday and Thursday mornings, from 10am to 12pm. The classes will have open enrollment. Centro Romero has received a grant for an 18-month citizenship education project. Classes will be held at the Main Library in the Small Meeting Room.
- Affordable Care Act Navigators from Connections are scheduled at the following locations: Saturdays, January 18, February 15 and March 15, 10 am - 5 pm, Main Library, 1703 Orrington Ave.
  Mondays, January 13, February 10 and March 10, 5 pm - 8 pm, North Branch, 2026 Central St.
  Thursdays, January 16, February 13 and March 13, 5 pm - 8 pm, Chicago Ave/Main St. Branch (CAMS), 900 Chicago Ave.
  Additionally, navigators will be at the Produce Mobile on the 2nd Tuesday of the month between 8 am – 11 am in January, February and March of 2014.
- Congratulations to two of our librarians, Russell Johnson and Daylily Alvarez who worked with Dr. Gerry Cadava and Northwestern’s Dittmar Gallery to bring the Smithsonian's traveling exhibit Bittersweet Harvest: The Bracero Program 1942-1964 to the Evanston Public Library in April 2014. This is the first time that EPL will host a Smithsonian Exhibit. This exhibit explores
the little-known story of the Bracero Program; the largest guest worker program in U.S. history. Between 1942 and 1964, millions of Mexican men came to the U.S. on short-term labor contracts. I hope to have other traveling exhibits presented at the library in the future.