MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, April 23, 2014
6:30 PM
Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: none

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 6:36 pm.

CITIZEN COMMENT – Lori Keenan, Co-President, and Jim Hughes, Treasurer of the Evanston Public Library Friends, presented a check for $3,000 for the Library’s Summer Reading program to Karen Danczak Lyons, Library Director. The Board and staff were very grateful for their continued support. This year’s contribution to the Summer Reading Program is the largest they have ever made.

CONSENT AGENDA – Margaret Lurie moved, and Susan Newman seconded a motion to approve the Consent Agenda including the March 19, 2014 regular board meeting minutes and the current bills list and payroll. Motion passed unanimously in a voice vote.

INFORMATION/COMMUNICATIONS – none

LIBRARY DIRECTOR’S REPORT – Director Danczak Lyons reviewed highlights from her written monthly report (attached) including:

- New tracking for personal computer usage is now activated in the Main Library (excluding the Worknet computers.)
- New Development Director is joining the staff on April 30th.
- This year’s National Library Week survey of patrons added demographic questions and results will be tabulated and reported to the Board at a future meeting.
- The Library’s mobile app added last April, 2013, has attracted 3,412 users who sent 245,940 queries through the app.
• Reference desk questions and requests are being tracked to support service delivery approaches and staffing.

• The Director is working with a committee looking at the future plans for a proposed 5,000 square foot branch library in the Robert Crown Center.

• Comments from patrons were included in the report for the first time.

• Looking ahead, the Director reminded the Board of several special events in the next 10 days: All Staff Development Day is scheduled for Friday, April 25th; a thank you reception for donors and volunteers will be held Thursday, May 1st and the annual Hirshfield Poetry Awards ceremony will be Sunday, May 4, 2014.

STAFF REPORTS

Administrative Services and Financial Reports (Paul Gottschalk) – The Library financials will be reported in a new format from the City’s new financial system, and the Board reviewed the monthly report with interest.

The AFSCME union contract negotiations have concluded, with a May 1st meeting scheduled for union members to ratify a 3-year agreement effective Jan 1, 2014.

BOARD REPORTS

A. Finance Committee (Leora Siegel) – met earlier in the day at 5 p.m. Reviewed the descriptions of controls for the budgets and new reports, and unanimously approved:

1) Approval of Matching Funds for Live & Learn Accessibility Grant – the Finance Committee unanimously recommended the approval of matching funds for the grant to renovate the washrooms at North Branch. Ben Schapiro moved, and Diane Allen seconded a motion to approve the matching funds. Motion unanimously passed in a roll call vote.

2) Approval of Gale/Cengage Database Annual Renewal -- the Finance Committee also unanimously recommended approval of the database contract renewal with Gale/Cengage. Ben Schapiro moved, and Diane Allen again seconded a motion to approve the renewal. Motion unanimously passed in a roll call vote.

B. Development Committee (Margaret Lurie) – No recent meetings, but the Board members were encouraged to attend and represent the Board at the May 1st Reception for donors and volunteers.

C. Management Committee (Margaret Lurie) Approval of Revisions to Services and Facilities Policies:

Leora Siegel moved, and Margaret Lurie seconded a motion to approve the Services policies as presented; motion passed in voice vote.
On the Facilities policies, Leora Siegel suggested adding “may not” before each bullet point #1 – 17 in the rules to make it clearer that the provisions are not permitted; then Leora Siegel moved, and Michael Tannen seconded a motion to amend the Facilities policy as suggested. Motion was approved unanimously in a voice vote.

Michael Tannen moved, and Ben Schapiro seconded the motion, to approve the facilities policies. Motion was approved unanimously in a voice vote.

D. Facilities Committee (Benjamin Schapiro) – no report.

E. Executive Committee (Benjamin Schapiro) Met to begin performance review process for the Library Director, and was prepared to discuss this further in a closed meeting.

F. Transition Committee (Diane Allen & Michael Tannen) – Committee along with Karen Danczak Lyons met with the City Manager and Aldermen Fiske and Tendam to discuss the transition process, and is prepared to discuss simplifying the Memorandum of Understanding (MOU) since EPL has achieved most of the milestones set forth in the first draft of the MOU. Open issues relate to ownership and/or leasing of the Main Library and Central Street facilities. The dialogue has been collaborative.

NEW BUSINESS

A. Appointment of Nominating Committee -- President Benjamin Schapiro appointed Margaret Lurie, Leora Siegel, and Vaishali Patel to serve as the Board Nominating Committee, and to present a slate of officers in May. Trustee Allen moved to approve the appointment; Trustee Newman seconded the motion, and the motion approved unanimously in a voice vote.

B. Appointment of Vaishali Patel as Board Liaison to School District 65 Board -- Benjamin Schapiro nominated Ms. Patel, Michael Tannen seconded the motion, and the appointment was approved unanimously.

C. Approval of Non Resident Card Fee (Paul Gottschalk) -- Mr. Gottschalk recommended a non-resident card fee of $152/year (up from $130/year), and Leora Siegel moved, and Sandra Smith seconded the motion to accept the recommendation. Motion passed unanimously in a roll call vote.

D. Confirmation of 2014 Board Meeting Schedule (Karen Danczak Lyons) presented three changes to the dates of meetings scheduled for August, October, and December. Following discussion of trustee availability for the dates under consideration, Ben Schapiro moved, and Vaishali Patel seconded a motion to change the August 6th meeting to August 13th, change the October 15th meeting to October 22nd, and change the December 10th meeting to December 17th. Motion passed unanimously in a voice vote.

E. Board Development Opportunities -- Karen Danczak Lyons described the importance of Public Library Association contacts with other library boards through the ALA and
ILA, as well as doing development training at regular Board meetings, and at the Board’s request will look at possible topics and schedules and bring them back to the Board for consideration.

F. Closed Session–Real Estate and Personnel -- President Schapiro moved to move the Board into a Closed Executive Session, consistent with the State’s policies for discussing real estate and personnel. Michael Tannen seconded the motion. Motion passed unanimously in a roll call vote, and the Board moved into an Executive Session at 7:40 p.m.

ADJOURNMENT - Following the closed session, Margaret Lurie moved to adjourn the Board meeting, Leora Siegel seconded the motion, and the motion passed on a voice vote. The meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting:  Wednesday, May 21, 2014 at 6:30 pm in EPL Board Room
Library Director’s Report

April 23, 2014

Foot traffic: March, 2014          February, 2014
Main: 46,987                      38,824
North: 4,148                       3,355
CAMS: 4,377                        3,618
Total: 55,512                      45,797

PC usage Main library: 6661 sessions

Updates:

- Development Director: We have selected our new Development Director and are working to bring her onboard before the end of the month.
- New and expanded opportunities for Volunteers at EPL: We will be creating and posting a new Concierge position which will welcome and assist patrons in the lobby of the Main library. We hope to attract a team of friendly volunteers to assist us. We will be expanding our monthly preschool book delivery program after seeking and screening additional volunteers.
- ADA accessibility work at North branch: architect selected and drafting work completed; we are seeking acceptance of the grant from the Illinois State Library at this evening’s meeting.
- National Library Week survey “Lives Change 2 Your Library”: This is the second year that we have surveyed our patrons during National Library Week. This year we added demographic questions to the surveys. We will tabulate the results and share them at a future meeting.
- Illinois State Library Advisory Committee highlights: The EDGE initiative has been launched for the entire state. EPL was asked to participate last year and provide feedback as part of the soft launch. The Governor’s Budget submission included the Secretary of State’s request for a flat or zero growth budget. A number of State-wide committees will be presenting their recommendations to ISLAC in the fall pertaining to interlibrary loan, resource sharing and delivery.
- We introduced patrons to our mobile app last April. Since that launch 3,412 users have downloaded the app and 258,940 queries have been sent through the app.

Assessments, metrics and initiative results:

- Presence Health Social Worker interns: Our partnership with Presence has been renewed and we will continue to receive service at the Main library from a new group of Social Worker interns.
- Reference metrics: Working together with our public service units at the main library we have captured data about the number, nature and type of service interactions we receive during a
typical week. These include both telephone and in-person questions and service requests. The data will be the basis of continuing discussions about service delivery approaches and staffing.

Services and collaborations:

- Library at Robert Crown: I am representing EPL on a committee that will guide the creation of renderings of the space and coordinate fundraising efforts. More to come as the plans and timelines are developed.
- We have purchased books for our Children’s collection with the funds raised from the Dewey Kindergartners. Marlene Meyer from our Technical Services Department created a book that explains the process of buying books which she will present to the school. (I will circulate the book for the Board to review at the meeting.)
- Oakton Community College: I am discussing additional opportunities to collaborate including bringing GED classes to the library for our patrons.
- We welcomed over 200 preschoolers and their parents and teachers on a rainy morning to the Preschool Dance Party on April 3rd.
- Transportation related project: Cook County has asked us to install a kiosk in the lobby of the Main library during May to allow patrons an opportunity to provide transportation feedback. This feedback will be considered as CCDOT creates their next 30 year plan.
- Evanston Two-Generation Initiative is a little over the halfway mark: We have 13 parents enrolled in the Evanston two-generation initiative program. Most sessions are held at the Evanston Public Library. We have a diverse group of participants whose children are enrolled in the three target EC programs: District 65 Early Childhood programs and Family Center, Infant Welfare Society of Evanston (home visiting participants), and Child Care Center of Evanston. In addition to weekly sessions focused on core concepts around career and education exploration and financial literacy, participants are receiving one on one coaching around goal setting.
- Both Renee Neumeier and I have been invited to work with Northwestern University, the YMCA and Y.O.U. to redesign the YMCA’s Youth Lobby into a youth-centric digital media and learning space for 6th-8th graders. EPL’s role in digital learning programs for teens and especially Renee’s work has been recognized: “Renee Neumeier ... has been an incredible supporter of FUSE and we are deeply impressed with the success of the FUSE Studio in the Teen Loft.”

Patron feedback:

1) To Ms.Lyons,

I wanted to commend you and the library on having such a wonderful and I must say gutsy authoress in Sheila Flaherty for her reading today (Evanston author, reading from her first novel “East of Mecca” as part of our Arts on Sunday program: March 30th).
The room was overcrowded to point where no further chairs would fit.

Her message was so insightful and so right on....As an expat myself (south africa)
I could feel her days in the compound and how they closed in on her and her family. Keep the women speakers coming....she was remarkable.

Most Sincerely,
Diane Manning
Newsweek Johannesburg bureau chief's wife
1985-1986

2) - My son and I absolutely love the Evanston Public Libraries. Your selection of material is current and easy to find with help readily available. Your staff are professional and helpful, especially Latoya, Robin and Gabby, whom we see often at the Chicago and Main branch. They are very kind and considerate, and it is very clear that many other patrons think so too (judging by the interaction I have seen). Thank you for making it a pleasure to frequent the Evanston Public Libraries!

3) I was at the Main Branch location yesterday (7th of April, 2014) when a fellow patron using the computer was having a hard time accomplishing a work related task. She was so distraught and defeated by the task that she was in tears with frustration. Linda Patchett, the librarian on duty that day was so generous with her help and time and tried her best to walk the patron through the steps, all the while encouraging her and reminding her how great she would feel after seeing the task through as opposed to giving up. It was very moving to see how gently she helped and how much time she took helping her, while still managing to help other patrons with their needs. A great big Kudos to her for being so compassionate.

4) Comment about book deposit collection at Davis Street:
"I just love this! You expose me to titles that would not be on my radar, and you bring me things I read a review of two years ago but never got around to-- . Thank you!"

Upcoming events of note:

- All Staff Day is this Friday morning. If you are able to join us, please plan to come to the east door of the main library at 11:00 to be recognized in the closing session and for lunch.
- We will gather together to thank our donors and volunteers FROM 7:00 PM – 9:00 PM On May 1st. In addition to desserts, we will enjoy music and a presentation by Ina Pinckney.
- May 4th at 2:00 - Hirshfield Poetry Ceremony, featuring readings from this year’s contest winners, and Illinois Poet Laureate Kevin Stein.