MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 17, 2014
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Tori Foreman, Shawn Iles, Margaret Lurie, Vaishali Patel, Michael Tannen, Benjamin Schapiro, and Sandra Smith

Members Absent: Leora Siegel

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins

Guests: Marty Lyons, Assistant City Manager; Grant Farrar, City of Evanston Corporation Counsel; Robert Bush, Library Counsel.

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:31 pm.

CITIZEN COMMENT - none

CONSENT AGENDA – Approval of Meeting Minutes of the August 13, 2014 and August 20, 2014 Regular Meetings, and the current Bills Lists and Payroll.

Trustee Lurie moved, and Trustee Schapiro seconded, a motion to approve the minutes and Bills Lists and Payroll -- the motion passed unanimously in a voice vote.

INFORMATION/COMMUNICATIONS – ILEAD USA (Innovative Librarians Explore, Apply and Discover)

Renee Neumeier and Laura Antolin introduced members of the Evanston ILEADU team, and described the special team meetings, professional development events, and discussions and shared resources the group of EPL and District 65 librarians have been involved in this year, with plans for even closer collaboration and expanded community partnerships in the future to better meet the needs of Evanston students and staff.

LIBRARY DIRECTOR’S REPORT -- Director Danczak Lyons waived reviewing highlights of her monthly report (see report attached) in the interest of covering all the items on the evening’s agenda.

EXECUTIVE SESSION -- PERSONNEL MATTER
President Tannen made a motion to adjourn into a Closed Executive Session, consistent with the Open Meetings Act policies for discussing personnel matters.
Tori Foreman seconded the motion. Motion passed unanimously in a roll call vote, and the Board moved into an Executive Session at 6:50 p.m.

The Board reconvened into Open Session at 7:59 pm.

**STAFF REPORTS** – None

**BOARD REPORTS** -- Vaishali Patel moved, and Diane Allen seconded, a motion to defer Board Reports to the October, 2014 meeting. Motion carried unanimously in a voice vote.

**BOARD DEVELOPMENT** -- Robert Bush (Partner, Ancel Glink) reviewed guidelines for Library Board compliance with the Illinois Open Meetings Act.

**UNFINISHED BUSINESS** -- None

**NEW BUSINESS**

A. **FY2015 Proposed Budget Approval**

Benjamin Schapiro moved to open discussion of the 2015 Budget; Vaishali Patel seconded the motion, and the board discussed details of the proposed base budget, recommended adjustments, and Library capital plan.

Marty Lyons, CFO of the City of Evanston, shared information on how the Library budget and overall City budgets will treat debt service and tax revenue.

Trustee Allen made a motion to approve the 2015 Budget as presented and Trustee Patel seconded the motion. Motion carried unanimously in a roll call vote.

B. **Per Capita Grant Update** – Director Danczak Lyons described the activities the Library has pursued in support of Collection Development to qualify for the annual Illinois Per Capita Grant, including purchasing “Collection HQ” to analyze the collection and identify titles to remove (or “weed”); staff attendance at RAILS (“Reaching Across Illinois Library System”) meetings, and providing sufficient revenues and expenditures to maintain the collections, and asked that the Board indicate their support of EPL’s compliance efforts.

Trustee Schapiro moved to approve the Collection Management Review; Trustee Allen seconded the motion, and the motion passed unanimously in a voice vote.

**ADJOURNMENT** Sandra Smith, moved to adjourn the meeting, Vaishali Patel seconded the motion, and the motion passed on a voice vote. Adjourned at 9:54 pm.

Respectfully Submitted,

Margaret Lurie, Secretary
Library Director’s Report

September 17, 2014

Updates:

• I am creating a new Program Committee to be comprised of staff selected from Children’s, Teen and Adult Services. Together we will create a standardized approach to program planning and logistics. The committee will work together to link program planning to specific themes such as literacy, anti-violence, and topics of interest.

• Robert Crown update – The architect presented 4 concepts with preliminary drawings (two for a renovation and two for new construction). The draft of an RFP to select a fundraiser is under review and may be advertised before the end of October.

• The Mission Impossible: Middlemarch Kick-Off lecture on September 10th welcomed 132 participants to this new series.

• Implementation of new Development Database is proceeding on schedule and will support this year’s Fund for Excellence campaign.

• The Community picnic on August 24th provided another opportunity to connect with residents and issue library cards on the spot.

• Jean Baron, a library patron and book critic passed away. This is a link to her obituary: http://www.chicagotribune.com/suburbs/evanston-skokie-morton-grove/ct-jean-baron-obituary-met-20140907-story.html

Assessments, metrics and initiative results:

Foot traffic:  July, 2014  August, 2014
Main:  52,041  49,880
North:  5,652  1,556  NOTE: Closed part of the month for remodeling
CAMS:  5,061  4,872
Total:  62,754  56,308

Website visits in July: 48,865  August: 48,591

Overall Computer/Internet Use – all locations: July, 2014: 8,178 in August: 8,145

Services and collaborations:

• On September 15 two presentations were shared with the City Council that included the work of the Evanston Public Library: “What We Did This Summer” which highlighted results of our Summer Reading Program. The second was “2015 Human Services Priorities & Strategies for At-Risk Populations” which discussed human services needs and resources for at-risk populations. The at-risk populations are
divided into groups based upon age.


- As a result of the relationship I am cultivating with the leadership of ETHS, the Evanston Public Library will be participating for the first time at the ETHS Emerging Leaders program on September 23rd. This is an opportunity to present the programs we are providing that address issues that EPL has identified as community priorities and suggest ways that the teens can become involved at the library.

- As a follow up to their presentation last month, National Able provided these January – June, 2014 statistics:

Clients that use the Center at Evanston Public Library

First Time Visitors: 214
Repeat Visitors: 1747
Total Number Visitors to Resource Center: 1961

Workshop Participants:

Computer Classes: 218
Job Readiness: 97
Total Workshop Attendees: 315

- A new partnership with EPL and the PTA Council Committee will welcome two presentations to the library focusing on diversity and inclusion. The speakers in the series will address race, gender, and ability and the skills to navigate differences.

- This year staff is working with ETHS and all Freshmen will complete library card applications during their Humanities class orientation at the ETHS libraries. So far we’ve made 152 new or replacement EPL cards and waived $658.39 worth of fines for ETHS freshmen. Over all most of the fines are under $5, a majority of them were a few years old. A large percentage of the cards were replacements. Renee noticed that a lot of students noted they didn’t have a card at all, but they were in our system.

- First Night Evanston will be using the Community Meeting Room for Children’s programming from 12:30-4:30 pm on December 31st.

- Our partnership with Presence Behavioral Health is continuing with the start of the fall semester. Five interns and supervisors will provide regular service hours Monday – Friday afternoons at the main library. Some of the interns are bi-lingual. As part of the services, the interns will be providing support to library patrons and staff, these services might include crisis intervention, de-escalation, linking to different resources, providing one-on-one time for those that are just needing someone to talk to and any other support that you need.

- I am delighted to share the news that the Institute of Museum and Library Services (IMLS) has awarded the Illinois State Library a National Leadership Grant of $100,000 to manage the project, "Targeting Autism: A National Forum on Serving Library Patrons on the Spectrum". Recognition of the need for libraries to partner with all types of service organizations in order to address the needs of people impacted by Autism Spectrum Disorders (ASD) has been hugely evidenced.
throughout this grant writing process. I have been involved in the grant writing process and asked to be on the state-wide steering committee.

Upcoming events of note:

- We are welcoming the Chicago East Asian film festival to Evanston this weekend. They will share a series of short films on Friday evening, Saturday and Sunday.

- Our next All Staff Day will be produced the morning of Friday, October 10th. The National Alliance on Mental Illness will share insights to educate and motivate staff in their involvement with individuals dealing with mental illness. By presenting the program “In Our Own Voice” the presenters will help the audience understand this issue and answer questions.

- The Illinois Library Association Conference is being held in Springfield from October 14 – 16. I will be Chairing the Illinois Center for the Book Annual meeting and Tim Longo will be presenting a program titled “Outsourcing in Technical Services: New Ideas on Connecting Patrons with Library Materials.”

- Secretary of State and State Librarian Jesse White will be presenting foam checks to the recipients of the FY14 Live & Learn Construction Grants on October 16th at the 2014 Illinois Library Association Annual Conference in Springfield. The ceremony will take place at 12:15 p.m. in the exhibit hall at the Prairie Capitol Convention Center. I will accept the check on behalf of the Evanston Public Library. My continued thanks to John Devaney and Paul Gottschalk for their stewardship of the grant and to the staff and patrons of the North Branch for their patience during the reconstruction of the toilet rooms.

- This weekend EPL will be participating in Dae Dae World Weekend by staffing a table from 7-9pm on Friday, September 19. We will distribute information about EPL programs and be prepared to create library cards for new patrons.

- The "Grow & Blossom" A Community Playday on Saturday, October 11, 2014 from 10:00am-2:00pm at Family Focus Evanston will include staff from the Evanston Public Library who is hosting a "Turning Over New Leaves" station featuring an interactive dramatic play/puppet center where families can tell and retell favorite stories.

Excerpts from Patron feedback:

- I’m the guy who wrote to you about all of my wonderful experiences at the EPL, and my consistent good fortune with your staffers. Well, the situation hasn't changed, I am glad to say. They still provide excellent customer service, every time I visit.
  KEEP UP THE OUTSTANDING WORK!

- A long time South Branch regular stopped by to chat and told me how much she appreciated Latoya, calling her delightful. Then, at how gifted Latoya was with street people -- "so tolerant".