MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, December 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, Leora Siegel

Members Absent: Sandra Smith

Staff: Karen Danczak Lyons, Paul Gottschalk, Wynn Shawver

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:38 pm.

CITIZEN COMMENT - none

Michael Tannen expressed his thoughts that 2014 had been a wonderful year for the Library despite the tragedy and adversities faced by the staff and Board.

CONSENT AGENDA – Approval of the Meeting Minutes of the November 19, 2014 regular meeting, and the current Bills List and Payroll.

Diane Allen moved, and Shawn Iles seconded, a motion to approve consent agenda items including the minutes of the November 19th regular meeting and the current Bills Lists and Payroll -- the motion passed unanimously in a voice vote.

LIBRARY DIRECTOR’S REPORT -- Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

- Margaret Lurie will be serving as the Library Board representative on the City’s Americans with Disabilities Act (ADA) Advisory Board.

- The Library partnered with the Family Action Network to present workshops on stereotypes. These programs were very well-received.

- The Library has accepted a generous gift of a baby grand piano for the Community Meeting Room.

- Wynn Shawver shared the news that the Fund for Excellence Campaign is doing well. The Development Committee met prior to the Board meeting and will be
exploring a range of engagements with potential partners and fundraising opportunities.

**STAFF REPORTS** – Paul Gottschalk reported that the Library Endowment returned 10.4% over the past 12 months. The Investment Committee approved a modest rebalancing from large capitalization to small capitalization stocks. Longer term Treasuries have done very well and the Committee will consider paring back the amount of longer term Treasuries in 2015.

**BOARD REPORTS** - none

**NEW BUSINESS**

**Marketing Task Force** – Michael Tannen recommended that Board members actively advocate for the Library at City Council and Ward meetings. The Library Friends may be of assistance.

**City Council Rules Committee Meeting** – on January 5th, the Rules Committee will be discussing the potential creation of an Evanston Public Library District. Given the cost of mounting a citywide campaign, an elected Library Board would be much less diverse than an appointed Board. A Library District would have significant additional costs for taxpayers with minimal additional value added.

**Approval of Siemens Building Automation Agreement** – motion by Benjamin Schapiro, seconded by Diane Allen, approval of the continuation of the annual building automation agreement with Siemens in the amount of $30,766. This extension covers the period January 1, 2015 through December 31, 2015. Approved unanimously on a roll call vote.

**Approval of Total Building Services Janitorial Agreement** – motion by Benjamin Schapiro, second by Tori Foreman, approval of the third year of a three-year agreement for nightly janitorial services at the Main Library with Total Building Services (TBS) located at 340 Bennett Road, Elk Grove Village, Illinois 60007 in the annual amount of $85,920. Approved unanimously on a roll call vote.

**Approval of the Purchase of Book Drops** – motion by Leora Siegel, second by Vaishali Patel, approval of the purchase of four outdoor book drops from Birchard Company, Claremont, CA in the amount of $20,000. Approved unanimously on a roll call vote.

**ADJOURNMENT** Benjamin Schapiro moved, second by Diane Allen – adjournment of the meeting. The motion passed on a voice vote. Adjourned at 7:08 pm.

Respectfully Submitted,

Margaret Lurie, Secretary
Library Director’s Report

December 17, 2014

Updates:

- **2015 Budget:** Thank you to Mayor Tisdahl, our Board, Members of the City Council, City Manager Bobkiewicz and our many partners for their support at the December 1st Special City Council meeting. Our 2015 Property Tax Levy was approved by a final vote of 7-2 after speakers shared their observations about the important role the Evanston Public plays in the City of Evanston and details of the wonderful work provided by our staff and our partners.

- Margaret Lurie has agreed to represent the Evanston Public Library Board on the ADA Advisory Board. The purpose of the Board is to review, prioritize and advise on ADA projects and to evaluate projects that have been completed. Every 3 years the group will have an opportunity to participate in the development of the self-evaluation and the transition plan update. The ADA Advisory Board meets twice per year and is comprised of 9 members (4 at large members, 1 representative each from Commission on Aging, Human Relations Commission, Plan Commission, Parks and Recreation Board, and Library Board). The next meeting of the ADA Advisory Board is tentatively scheduled for February 26, 2015.

- I am honored to report the donation of a baby grand piano to the Evanston Public Library from David Yonan and the family of Sheila von Wiese-Mack. The piano will be housed in the main library in the large community room.

- The City of Evanston produced a Livability Academy for all full time City of Evanston employees. The important work of the Evanston public library was highlighted in the area of Equity and Empowerment. Both Jill Skwerski and I took turns with other City staff in presenting to the academy participants.

- I was pleased to meet with a group of parents at Walker school and share information about our programs and services for both children and adults. The participants were complimentary of the services and assistance available in the WorkNet lab and the helpfulness of staff.

- At a presentation to residents at the Mather, over 25 library enthusiasts learned more about our programs and shared their areas of interest.

- Our new collaboration with Family Action Network was a huge success. We welcomed a total of 150 participants to the two sessions as they discussed issues about stereotypes and identity that were presented in *Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do* by Claude Steele, Ph.D.

My sincere thanks to Jill Schacter for her leadership and participation as a facilitator at these sessions and for Kim Hiltwein for her assistance.
Assessments, metrics and initiative results:

Foot traffic: November, 2014  October, 2014
Main: 42,023 45,457
North: 3,996 4,244
CAM: 4,058 4,386
Total: 50,077 54,087

Website visits in November: 42,430  October: 45,571

Overall Computer/Internet Use – all locations: November: 6,932  October: 7,627

Services and collaborations:

- ACA Navigators will be providing services at the library 7 days per week through the end of March. Connections navigators are here Tuesday, Wednesday, Saturday and Sunday. PEER Services navigators are here Monday, Thursday and Friday. For specific times, please check either the library website or calendar.

- The Evanston Public Library will be distributing free books and issuing library cards at Mayor Tisdahl’s annual Food and Toy distribution on Friday. This is the first time we are participating and we will use this opportunity to share information about our services. Over 415 families will be participating in this important holiday program.

Upcoming events of note:

- Working with the American Writer’s Museum and the Evanston Community Foundation, EPL will be displaying the traveling exhibit: From our Neighborhoods: Four Chicago Writers Who Changed America from January 2 – January 30, 2015. The exhibit features the work of Gwendolyn Brooks, Lorraine Hansberry, Studs Terkel and Richard Wright and includes listening stations as well as copies of their work and information about their lives. This exhibit will be the first program highlighted under our 2015 banner “The Power of Words.”

Winter 3D Print-Off: 3D Ornament Design Challenge

THIS CONTEST FOR TEENS HAS BEEN EXTENDED! Help us winterize and decorate the Loft for the Winter season! Design a winter-themed 3D ornament to hang on the window. Think winter sports (hockey, ice-skating), holidays, symbols (snowflake, snowman), etc. You can use whatever 3D software you’d like (Tinkercad, Sketchup, etc.). Design at home or at the Loft! Visit FUSE on Saturdays for help with 3D software. Ornaments can be no larger than 3inches x 3inches and must be saved as a .STL file. All files must be dropped off to the Loft or emailed to ahamernik@cityofevanston.org. Challenge ends March 1. 1st, 2nd, and 3rd place winners receive a gift card. All designs will be on display in the Loft. Winners will be selected by a panel of EPL staff.
• We encourage families to join us for story times and movies during the winter break. Please check our calendar for convenient times and locations.

Excerpts from Patron feedback:

• I wanted to let you know how much my daughter and I enjoyed the Tail Waggin' Tutors program at the North Branch library. It literally inspired my daughter to try reading on her own, and I could tell that she was more relaxed and less frustrated when trying to sound out words in the company of a therapy dog. Thanks to the library for offering this program.

I also wanted to comment on how great the librarians are at North Branch. We have been frequent patrons there for the past ten years since moving to the area, and the librarians are always so pleasant and helpful. The personalized service makes it a very welcoming environment.