



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, March 20, 2019
6:30 P.M.
1703 Orrington Avenue, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Shawn Iles, Vaishali Patel, Benjamin Schapiro and Margaret Laurie by phone

Members Absent: None

Staff: Karen Danczak Lyons, Wynn Shawver, Constance Heneghan, Elizabeth Bird, Tim Longo, Jill Skwerski, Donald Westphal and Kim Hegelund

Presiding Member: Benjamin Schapiro, President

Call to order/Declaration of Quorum- President Schapiro called the meeting to order and we have a quorum at 6:36pm

Citizen Comment: None

Consent Agenda:

- A. Approval of the Bills and Payroll and Minutes of the February 20 2019 Board Meeting-** Trustee Goodman moved to approve and Trustee Hayman seconded the motion and it was approved by voice vote.

Information/Communications:

- A. Proclamation -** Director Danczak Lyons read a proclamation honoring Trustee Socorro Castro and her work on the Evanston Public Library Board from 2016-2019.

Equity, Diversity and Inclusion (Discussion): Trustees discussed how the development of the Task Force would unfold and the volunteer application questions. Two board members would serve on the Task Force in an ex officio capacity for one year terms, four staff members and six volunteer Evanston residents would meet twice per month. The final draft will be discussed at the next board meeting.

Library Director's Report: Director Danczak Lyons informed the board the library will be closed for All-Day Staff Development on April 4th. The theme for National Library Week (April 7-13) is "Libraries = Strong Communities", reminding the public that libraries of all types serve as change agents that strengthen communities by supporting community engagement and providing services that connect closely with patrons' needs.

Staff Reports:

- A. Administrative Services:** Director Danczak Lyons shared with the board that interviews were concluding on multiple positions and decisions will be made shortly. The auditors for the City of Evanston are finishing up the 2018 year-end reports.
- B. Collection Development:** Access Service Manager Tim Longo and Collection Development Manager Elizabeth Bird presented their collection assessment for 2018/19.

Evanston Public Library currently has the 6th largest physical materials collection in the state at roughly 434,000 items. Hoopla, Kanopy, Overdrive and more than 80 databases are provided for our patrons to utilize. 2018 highlights include: migration to a new Integrated Library System, beginning preparations for the Robert Crown Center, introduction of Pop-Up Libraries, and the new Electronic Content Consortium. Tracking has begun for materials used in programming, displays and for all new purchases of titles by Black authors. The second year of *101 Great Books for Kids* is supported through a continued collaboration with bookstore Bookends & Beginnings, and with a new bookstore partner Booked. With input from the EDI committee and the community, the library's Latino Engagement Coordinator Mariana Borjorquez will select materials for the Latinx Collection with input from Children's Library Assistant Hilda Gonzalez. Pursuing new streaming services, a reduction in romance purchases and tying programs to the collection are other goals for 2019.

Board Reports: Nothing to Report

Board Development: Trustees highlighted the Evanston Community Foundation's Becoming an Equitable Institution workshop. The workshop validated our current work and we are on the right path.

Unfinished Business:

- A. Development Committee:** The Development Committee recommends that the Library establish a more traditional and sustainable Evanston Public Library Friends group, and create a Memorandum of Understanding to better define the relationship between the Friends and the Library. Wynn Shawver is drafting the MOU for review and discussion.
- B. Hours of Operation:** Robert Crown Branch will feature the Open+ software which provides access after normal business hours. Discussion of operating and Open+ hours will continue at future meetings.
- C. Chicago Avenue Main Street:** The landlord has indicated that two one-year lease extensions is acceptable. Trustees inquired about the availability of an "early out clause".

New Business:

- A. Annual Report:** Trustee Iles moved to approve a motion to mail the Annual Report to every Evanston residence. Trustee Hays seconded the motion and it was approved by roll call vote.

Executive Session:

- A. The Board Meeting was moved into Executive Session at 8:3 9pm by Trustee Hayman and seconded by President Schapiro.** The Board Meeting was reconvened into public session by Trustee Hayman and seconded by Trustee Hays. Moved by Trustee Hayman and seconded by President Schapiro the meeting was adjourned at 9:20pm

Respectfully submitted
by Kim Hegelund