



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, July 18, 2018**  
6:30 P.M.  
1703 Orrington Avenue, Falcon Room – 3<sup>rd</sup> Floor

**Members Present:** Socorro Castro, Rachel Hayman, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Shawn Iles

**Members Absent:** Tori Foreman, Adam Goodman

**Staff:** Teri Campbell, John Devaney, Jill Skwerski, Becky Ramsey, Kim Hegelund

**Presiding Member:** Benjamin Schapiro, President

**ALL TO ORDER/DECLARATION OF QUORUM** - President Schapiro called the meeting to order at 6:31 pm.

**CITIZEN COMMENT** – None

**CONSENT AGENDA**

- A. Approval of the June Bills and Payroll and Minutes of June 20, 2018 Board Meeting** – Trustee Lurie moved to approve the Bills and Payroll and the minutes of the June meeting. Trustee Patel seconded the motion and it was approved by voice vote.

**INFORMATION/COMMUNICATIONS**

- A. Proclamation** – Tori Foreman was recognized for her years of service on the Board of Trustees and thanked for her impact on the community

**LIBRARY DIRECTOR’S REPORT**

- A. Director’s Report-** Assistant Director Campbell shared that the Library recently received two grants. The Evanston Bike Club provided funds for a second book bike. The Kline Family Foundation funded electronic pop-up libraries and funding for a mobile library unit. Crate and Barrel has also generously donated a van to use as a mobile library. She also shared that recruitment for the next Human Library is underway and is scheduled for September 17.

## STAFF REPORT

- A. Administrative Services Report** – Assistant Director Campbell reported that Library expenses are currently below projections. The Library has hired a new Development Associate, three circulation substitutes, and two technology associates. The Library is also close to filling the vacant Latino Outreach Librarian position. Facilities Manager John Devaney also reported that the Lush project on Central is progressing and that final inspections are scheduled for September.
- B. Community Engagement** – Community Engagement Librarian Jill Skwerski reported on the Library's efforts to engage the community and increase access to Library resources. Outreach efforts focus on meeting people where they naturally gather, such as churches, farmer's markets, and community events. Skwerski and her team also bring much needed resources to the Library, such as mental health providers, HIV/STI screening, tax preparation, GED classes, SNAP registration, and voter registration. Partners include NAMI, Presence Health, PEER Services, Howard Brown Health, Center for Economic Progress, ACA Navigator, League of Women Voters, and Greater Chicago Food Depository. Skwerski shared new partnerships including ability awareness training for Library staff with Center for Independent Futures and new computer classes in partnership with Bethel Church. Community Engagement Assistant Becky Ramsey also reported on new Memory Cafes, which will provide programming for people with dementia once a month starting in September.

**BOARD REPORTS** - none

**BOARD DEVELOPMENT** – none

**UNFINISHED BUSINESS** – none

## NEW BUSINESS

- A. Appointment of Committee Members** – Discussion postponed until August meeting
- B. Parking Lot at 1714-1720 Chicago Ave** – President Schapiro opened a discussion about the proposed building on Chicago Ave, adjacent to the Library. Trustees expressed concern about the available parking for Library patrons and how it affects pedestrian traffic. Assistant Circulation Manager Kim Hegelund shared that volunteers are currently polling patrons to assess their use of parking. John Devaney explained that the building developers face several obstacles, including re-zoning that lot for commercial use, getting variances on the number of parking spaces, and renegotiating plans for the

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alley. He also said that construction of that building will require renovating sewer and utility lines, which may lead to Library closure time. Trustee Patel said that the Library needs to be a part of the conversation about the building.

**ADJOURNMENT** – President Schapiro moved to adjourn the meeting at 7:05pm. It was approved by voice vote. Trustee Lurie motioned and Trustee Hayman seconded.

Respectfully Submitted,

Vaishali Patel

**Next Meeting: Wednesday, August 15, 2018 at 6:30 pm Evanston Public Library, Community Meeting Room.**

**Library Director's Report  
July 18, 2018**

**Updates:**

Two grant proposals were funded in support of Community Outreach, Engagement and Innovative service:

- The Evanston Bike Club has provided \$2,000 towards the purchase of a second book bike.
- The Kline Foundation has funded two new initiatives - Pop-Up electronic libraries and the equipment and graphics needed to brand and support the work of our mobile library. Crate and Barrel has donated a truck that we will repurpose as our mobile library. More details to share in the future as we move closer to launching these new and expanded services later this year.

**Assessments, Metrics and initiative results:**

Computer/Internet Use													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	FYTD
Main	4,080	3,741	4,097	3,654	3,855	4,263							23,690
North Branch	191	217	240	213	200	225							1,286
CAMS	467	440	470	438	411	435							2,661
Computer Lab	154	134	160	165	160	160							933
<b>Overall Computer/Internet Use</b>	<b>4,892</b>	<b>4,532</b>	<b>4,967</b>	<b>4,470</b>	<b>4,626</b>	<b>4,923</b>	-	-	-	-	-	-	<b>28,570</b>
Website Visits													
<b>All Location</b>	45,235	39,492	43,240	44,751	43,730	42,573							259,021
Wifi Users													
<b>All Location</b>	27,000	26,870	31,167	31,427	32,502	32,000							180,966
Library Visits													
Main	40,320	35,827	42,159	37,666	37,202	42,644							235,818
North Branch	3,798	3,593	4,162	3,790	3,552	4,999							23,894
CAMS	3,362	3,338	3,893	3,479	3,962	4,400							22,434
<b>Overall Library Visits</b>	<b>47,480</b>	<b>42,758</b>	<b>50,214</b>	<b>44,935</b>	<b>44,716</b>	<b>52,043</b>	-	-	-	-	-	-	<b>282,146</b>

**Upcoming events of Note:**

July 24th: Stop the Hacker before They Stop You! SCORE seminar

This seminar addresses the growing concern of hacking and information security breaches for small business owners. Lieberman will address ways in which small business owners can protect themselves and their clients from costly and harmful attacks.

August 18: NOVA's "Decoding the Weather Machine" film screening and discussion

September 15th: The Human Library

Julie Rand and Mary Kling are recruiting "books" and planning promotions for our second Human Library event, which will take place at the Civic Center on September 15, 2018.

Evanston History Center collaboration:

Kim Hiltwein is coordinating a partnership with Evanston History Center for their yearlong exhibit and programming, which begins in August 2018, "Evanston in 1968." Items from EPL's

Evanstoniana collection will be highlighted in the exhibit and we will host companion programming such as movies and lectures about the time period.

**Excerpts from Patron feedback:**

As a volunteer, I appreciate the opportunity the library affords to provide the service we offer – technology assistance for older adults. Also as a volunteer, I greatly appreciate your kind words about our work and the time you took to share them.

I support Tech Help on the third Thursday each month. I'll keep an eye out for you to say thanks for your support of our work together.

Raymond (June 25, 2018)

Hello Renee,

Hope all is well. Last year, you were a big help in getting new books for my classroom. Being able to offer my students such a large range of texts made such a dramatic difference in the range and amount that my students were reading. I actually saw kids really loving what they were reading :) So thank you for that.

Abdel Shakur, ETHS

Sent to Adult Services Librarian Susan Markwell (names redacted):

“Good Afternoon, Information Detective Susan!

This is why I have always held Librarian Professionals in such high regard over the years...they love what they do, and take up a challenge! Thank you so much for the extra efforts you took to locate military service information on my dear friend, xxx. His widow, xxx, and I will be meeting with a representative of the Veteran's Administration next week to discuss xxx's Military Benefits. The information you provided will be quite helpful.

When I told xxx I enlisted the assistance of the Reference Desk at the Main Branch of the Evanston Public Library in an attempt to find out more information relating to xxx's military service, xxx told me xxx loved to spend his lunchtimes away from the office at the Evanston Public Library Main Branch...Divine Order!

With our Deepest Appreciation”