



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, August 15, 2018
6:30 P.M.
1703 Orrington Avenue, Falcon Room – 3rd Floor

Members Present: Socorro Castro, Adam Goodman, Rachel Hayman, Ruth Hays, Vaishali Patel, Benjamin Schapiro,

Members Absent: Margaret Lurie (on phone), Shawn Iles

Staff: Karen Danczak Lyons, Teri Campbell, Jose Maldonado, Kim Hegelund, Wynn Shawver, Rebecca Daugherty, Kristen Wood

Presiding Member: Benjamin Schapiro, President

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

CITIZEN COMMENT – None

CONSENT AGENDA

- A. **Approval of the July Bills and Payroll and Minutes of July 18, 2018 Board Meeting** – Trustee Goodman moved to approve the Bills and Payroll and the minutes of the July meeting. Trustee Castro seconded the motion and it was approved by voice vote.

INFORMATION/COMMUNICATIONS

- A. **Oath of Office** – Ruth Hays was sworn in as a new Trustee
- B. **Development Update** – Chief Development Officer Wynn Shawver shared that Evanston Public Library is underfunded relative to peer libraries and 13% of its revenue comes from non-tax sources. The Development team has increased philanthropy over the last four years and is working to increase grant revenue through a new grant management process. Grants Manager Rebecca Daugherty shared updates on recent grant proposals including those to the National Science Foundation and Institute for Museum and Library Science. Shawver also discussed the work of the Development Committee, which is advising and supporting fundraising at the Library. The Development Committee is working on a benchmarking project to compare EPL fundraising to peer libraries and is exploring the possibility of forming a 501(c)(3) foundation. Board President Shapiro asked for Shawver to present at the February Board Meeting to further discuss the foundation.

LIBRARY DIRECTOR'S REPORT

A. Director's Report- Director Danczak Lyons shared information about the September library card campaign. The Library will be reconciling the database of current card holders with the City of Evanston directory to identify households without library cards. Those households will receive targeted marketing about library cards. Circulation Manager Jose Maldonado also shared that the new information system is working well and Assistant Circulation Manager Kim Hegelund shared that Morton Grove library has been added to the consortium.

STAFF REPORT

A. Administrative Services Report – Assistant Director Campbell reported that Library expenses are currently below projections. The Library has hired a new Latino Engagement Librarian and is working to fill a bilingual tech trainer position. Facilities Manager John Devaney shared that the final phase of weatherproofing is scheduled to be completed this year.

BOARD REPORTS - none

BOARD DEVELOPMENT – To comply with the Illinois Per Capita grant requirements, Assistant Director Campbell asked all Trustees to complete online education through RAILS as well as review the Trustees Fact File and the services provided by the Illinois Veterans' History Project.

UNFINISHED BUSINESS – none

NEW BUSINESS

A. Revision of September Board Meetings – The Board voted to move the September Special Budget Meeting to September 12 and the regular monthly Board Meeting to September 26. Trustee Hayman motioned and Trustee Patel seconded. The vote was approved by voice vote.

ADJOURNMENT – President Schapiro moved to adjourn the meeting at 7:15pm. It was approved by voice vote.

Respectfully Submitted,
Vaishali Patel

Next Meeting: Wednesday, September 12, 2018 at 6:30 pm Evanston Public Library

**Library Director's Report
August 15, 2018**

Updates:

Middle School STEM Camps:

This summer teen services staff and D65 staff ran four one-week STEM camps targeting middle students who are underrepresented in STEM fields. The camps focused on video game design and Lego Robotics. 86% of the 49 camp attendees were from underrepresented groups. 100% of the attendees would recommend the camps to their friends. 95% of the attendees felt that the camps were valuable to their futures. The curriculum for the camps align with Next Generation Science Standards, Common Core and focused on allowing for as much student inquiry as possible.

Staff Training:

Adult Services Library Assistant Kim Hiltwein attended the 2018 RWA Annual Conference, where she was inspired by the call for diverse stories in the romance genre, including Suzanne Brockmann's Lifetime Achievement Award acceptance speech. We are applying what she learned to our collection and readers advisory practices.

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	4,563						28,253
North Branch	191	217	240	213	200	225	225						1,511
CAMS	467	440	470	438	411	435	459						3,120
Computer Lab	154	134	160	165	160	160	181						1,114
Overall Computer/Internet Use	4,892	4,532	4,967	4,470	4,626	4,923	5,428	-	-	-	-	-	33,998

Website Visits													
All Location	45,235	39,492	43,240	44,751	43,730	42,573	32,942						291,963

Wifi Users													
All Location	27,000	26,870	31,167	31,427	32,502	30,944	31,630						211,540

Library Visits													
Main	40,320	35,827	42,159	37,666	37,202	42,644	40,000						275,818
North Branch	3,798	3,593	4,162	3,790	3,552	4,999	4,400						28,294
CAMS	3,362	3,338	3,893	3,479	3,962	4,400	4,008						26,442
Overall Library Visits	47,480	42,758	50,214	44,935	44,716	52,043	48,408	-	-	-	-	-	330,554

Upcoming events of Note:

Library Card Sign-Up Month initiative outside the Library, focus on Wards 5,8, and 9, September 2018

Muse of Fire presents Shakespeare in the Library, after hours Friday Aug 24 and Saturday Aug 25.

Excerpts from Patron feedback:

A patron stopped her car As she was exiting the Main Library parking garage to share her praise for the work of Bridget Sweeney:

She and her son had arrived at CAMS to enjoy a program on magic. Unfortunately, they had not seen the notice that the program was cancelled. Her son was very disappointed but left smiling after his encounter with Bridget. She asked him about his favorite magicians, found a book on magic at CAMS and placed others on HOLD for him at the Main Library. Mom and her two children came to the Main library to pick up his books and participated in a program in the Children's Library while they were here. All three were smiling and happy as they were leaving.

Great work Bridget and the entire EPL team!