



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, November 14, 2018
6:30 P.M.
1703 Orrington Avenue, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Margaret Lurie, Vaishali Patel, Benjamin Schapiro

Members Absent: Socorro Castro, Ruth Hays, Shawn Iles

Staff: Karen Danczak Lyons, Teri Campbell, Jill Schacter, John Devaney, 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 – Children’s Librarian Kim Daufeldt spoke as a representative of the staff and requested that the Board consider closing the Library on Christmas Eve 2019. She said that peer libraries are closed that day, that Christmas Eve is a negotiated paid holiday in the AFCSME union contract, and that the 2018 schedule has affected staff morale. President Schapiro thanked her for her comments.

CONSENT AGENDA

- A. Approval of the October Bills and Payroll and Minutes of October 17, 2018 Board Meetings** – Trustee Goodman moved to approve the Bills and Payroll and the minutes of the October meeting. Trustee Patel seconded the motion and it was approved by voice vote.

INFORMATION/COMMUNICATIONS

- A. Equity, Diversity, and Inclusion (Update)** – Director Danczak Lyons shared that City of Evanston Chief Equity Officer Pat Efiom spoke at the Library All Staff training in October and that the Library is partnering with her to develop equity training for all City of Evanston staff. Director Danczak Lyons has been meeting with groups from the Fifth Ward, including FAAM and Junior Wildkits, to gather input about co-creating services in that neighborhood. She is also investigating the future of the Family Focus building. Trustee Hayman asked about the status of the 10 recommendations in the EDI Assessment and emphasized the urgency to bring them to fruition. Director Danczak Lyons shared that she is creating a committee in 2019 to start planning implementation of the recommendations. President Schapiro recommended holding a public board meeting in the Fifth Ward in early 2019 to discuss the EDI Assessment with public input.

LIBRARY DIRECTOR'S REPORT – No discussion

STAFF REPORT

- A. Administrative Services Report** – Assistant Director Campbell reported that there were two new hires this month and two Librarians (Kevin Kelley and Kim Hiltwein) were leaving to pursue other opportunities. 92% of revenue has been collected for the year and 75% of budgeted expenditures have been recorded. The Fund for Excellence fundraising campaign is underway and exterior construction is ongoing.
- B. Strategic Communications** – Community Engagement Coordinator Jill Schacter presented on the Library's marketing plans, which include the goals to create meaningful dialogue with the public, increase awareness about Library services, and increase engagement in Library services. She takes multiple approaches to achieve these goals, such as engaging with the media, writing perspective papers, creating infographics, partnering with community organizations, and developing documents such as the newsletter and annual report. This year has seen an increase in media coverage for the Library and greater Library presence at public meetings (such as Ward meetings).
- C. City of Evanston Technology** – City of Evanston Chief Information Officer Luke Stowe presented on IT infrastructure updates, including improved internet service at Library branches and updating technology in the Library. To address the Digital Divide in Evanston, the City is working with Chuck Happ and ETHS to identify specific high school students who need access to the internet at home and are working to develop solutions for those students. Additionally, Digital Services Specialist Hillary Beata presented on the City's efforts to survey residents about their internet access and publish a map showing internet access points in the community

BOARD REPORTS - none

BOARD DEVELOPMENT – Trustees stated that they have completed their required training for the Illinois Per Capita grant.

UNFINISHED BUSINESS

- A. FY2019 Library Revenue Budget** – The Trustees unanimously voted to approve the 2019 revenue budget by voice vote. Trustee Lurie motioned and Trustee Patel seconded.

NEW BUSINESS

- A. Resolution 2018- R1 providing for the budget and setting the annual tax levy for FY2019** – The Board unanimously voted to amend the Resolution document with the correct names and dates. Trustee Goodman motioned and Trustee Hayman seconded. The Board also voted unanimously to approve the amended Resolution by voice vote. Trustee Hayman motioned and Trustee Lurie seconded.
- B. Approval of the 2019 Board Meeting Schedule** – The Board voted

- unanimously to approve the proposed 2019 Board Meeting Schedule. Trustee Goodman motioned and Trustee Hayman seconded.
- C. **Approval of the 2019 Library Closure Schedule** – Director Danczak Lyons shared that she takes service to the public very seriously and is concerned about reduced public service hours due to closures for All Staff Professional Development. She is also considering people who do not celebrate Christmas when she recommended keeping the Library open for Christmas Eve. She stated that staff were asked to volunteer to work on Christmas Eve 2018 and they were able to fill all staff positions with this approach. The Trustees were concerned about the staff comments during Citizen Comment and suggested reconsidering the proposed 2019 schedule after a closer examination of Christmas Eve 2018. The Board unanimously voted to approve the proposed schedule. Trustee Goodman motioned and Trustee Lurie seconded.
- D. **Review of the 2019 Per Capita Grant Application Requirements** – Assistant Director Campbell reviewed the requirements for the 2019 Per Capita grant

ADJOURNMENT – President Schapiro moved to adjourn the meeting at 8:12pm. It was approved by voice vote.

Respectfully Submitted,

Vaishali Patel

Next Meeting: Wednesday, December 19, 2018 at 6:30pm Evanston Public Library

**Library Director's Report
November 14, 2018**

Updates:

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	4,845	4,170	4,402			41,670
North Branch	191	217	240	213	200	210	221	235	210	241			2,178
CAMS	467	440	470	438	411	435	459	462	414	402			4,398
Computer Lab	154	134	160	165	160	160	181	170	170	170			1,624
Overall Computer/Internet Use	4,892	4,532	4,967	4,470	4,626	4,908	5,424	5,712	4,964	5,215	-	-	49,870

Website Visits													
	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
All Location	45,235	39,492	43,240	44,751	43,730	42,573	32,942	32,841	30,325	35,036			390,165

Wifi Users													
	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
All Location	27,000	26,870	31,167	31,427	32,502	30,944	31,630	30,435	28,365	30,000			300,340

Library Visits													
	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	40,320	35,827	42,159	37,666	37,202	42,644	40,000	43,243	37,337	40,291			396,689
North Branch	3,798	3,593	4,162	3,790	3,552	4,999	4,400	4,136	3,869	4,321			40,620
CAMS	3,362	3,338	3,893	3,479	3,962	4,400	4,008	3,906	3,400	4,040			37,788
Overall Library Visits	47,480	42,758	50,214	44,935	44,716	52,043	48,408	51,285	44,606	48,652	-	-	475,097

In October, the Technology Trainers taught 16 classes and had 43 one-on-one appointments on these topics:

- learn about email folders, attachments, transferring photos, etc.
- Microsoft Outlook
- Learning Excel; Excel troubleshooting
- Microsoft Word
- Getting started with using Chromebook (email, saving documents to a flash drive, etc.)
- Google Forms
- Syncing across Apple devices
- How to use Apple Devices.
- Internet browsers with privacy-- ie. DuckDuckGo
- Setup a PowerPoint presentation
- iPad & Kindle issues
- Gmails accounts
- Microsoft Excel (Formulas)
- Download photos from email account
- Set up a new Apple laptop & tablet
- Computer viruses and anti-virus software
- Google docs
- Promoting a Fundraising Event for a nonprofit organization
- iPhones and Android phones issues

Upcoming events of Note:

- ACA enrollment assistance will be available through partners at both LAF (11/17, 12/1, 12/15) and the IL Department of Insurance (12/5).

- Landlord-Tenant liaison office hours in partnership with COE and Metropolitan Tenants Organization (MTO) are every Friday, 2-6pm (except 11/23) through 12/28.
- Sergio Gonzalez will begin teaching weekly evening computer classes at Family Focus on 11/8.
- Plan to show *Epoca de Oro* films (black and white, Golden Age of Mexican cinema films) as they were requested at October screening event. First date tentatively 11/24, 4pm, Community Meeting Room.

Excerpts from Patron feedback:

Dear Ms. Neumeier,

My 12 year-old son comes to the Evanston library frequently and recently asked if there is a Librarian of the Year award for which he could nominate Kevin.

I was informed by the front desk that there is not (though perhaps there could be!?), but that I could contact you to give thanks and commend Kevin for the time he takes to make insightful and sensitive book recommendations, answer inquiries, make crafts with occasionally rowdy or distracted kids and give advice on a variety of topics! Jo-Jo considers Kevin a valued friend.

In fact, we enjoy a all parts of the Evanston library. I am a daycare provider, and have found the downstairs librarians also always ready to help and make recommendations.

We are Chicago residents and are very grateful that the City of Evanston allows us to use this wonderful resource.

Sincerely,
Rose Vadnai

Patron email to Adult Services volunteer Career Counselor Darryl Grant:

Darryl,

I hope you're well!

I'm writing with thanks and appreciation for the time you spent with me early in the summer, giving job-hunting advice and helping me to sharpen my resume. Your help really paid off, as I landed an ideal job last week - after only three weeks of searching! - as I was invited to serve as a Production Assistant at (redacted) here in Evanston. I'll be with a small, dedicated, hardworking team of people helping to craft some of the finest spirits on the market. Everything about the job is ideal for me, meeting many of the standards I was hoping for in a new line of work.

Again, I appreciate your guidance, wisdom and words of encouragement. You are an important resource for the people of Evanston!

With sincere thanks,
(name withheld)

From Bilingual Technology Trainer Sergio Gonzalez, describing some 1:1 tech training appointments:

(Patron A) is the founder of a nonprofit organization. We worked together in order to promote her fundraiser event on the Gofundme website. Her organization is located in Chicago and their mission is to inspire, connect, and equip orphans.

(Patron B) a visual artist. She needed help to improve her PowerPoint presentation before a special presentation at the University of Chicago. We applied special effects on the pictures and deleted some slides so that her presentation would fit into 10 minutes.

From Technology Trainer Craig Stevenson:

(Patron C) is learning how to use her Mac computer and iPad. She had been struggling with seemingly easy tasks because of the changes in Gmail interfaces and with App settings on her iPad. We were able to add additional apps and change settings that she had been struggling with on her own.

Neighborhood Services

Both branches hosted Halloween Parties October 27th. Attendance at North was small (Northwestern football), but CAMS had over 80 in attendance in part thanks to promotion by the Main Dempster Mile. We had some great costumes:

The Notorious RBG



The Black Panther



A Gargoyle



A Police Officer



A Giant Dinosaur

