



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, December 19, 2018
6:30 P.M.
1703 Orrington Avenue, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Ruth Hays, Shawn Iles

Member Absent: Socorro Castro

Staff: Karen Danczak Lyons, Teri Campbell, John Devaney and Kim Hegelund

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM: President Schapiro called the meeting to order at 6:34pm

CITIZEN COMMENT: None

CONSENT AGENDA

- A. Approval of the November Bills and Payroll and Minutes of the November 15, 2018 – Trustee Hays moved to approve the Bills and Payroll and the minutes of the November meeting. Trustee Lurie seconded the motion and it was approved by voice vote.

INFORMATION/COMMUNICATIONS: No Discussion

LIBRARY DIRECTOR'S REPORT

- A. Director Danczak Lyons reported that a reorganization of staff members around our Strategic Plan and Pillars would be going into effect which includes Engagement Services lead by Jill Skwerski, Access Services headed by Tim Longo, Lifelong Learning and Literacy lead by Heather Norborg and Early Learning and Literacy headed by Jan Bojda, Innovation and Digital Learning headed by Renee Neumeier. Director Lyons also spoke of the Mayor's Holiday party that occurred earlier that day in which 1,000 books were given away by library staff benefiting hundreds of Evanston families.

Trustee Hayman asked if an organizational chart existed that included the different specialties of the librarians (i.e. Health & Wellness Librarian, Literary Programming Librarian, etc). Trustee Goodman would like to see a briefing to the board on how we line up our programs with our strategic priorities, and where our resources, money, time and personnel are allocated to these priorities.

STAFF REPORT

A. Assistant Director Teri Campbell informed the board that there were recent hires to our Innovation and Digital Learning area in the form of new Technology Associate, Jim Laczkowski, and a second would be onboarding soon. Interviews for the Teen Community Engagement Coordinator are about to begin. Revenue collection has reached 98% of budget level and spending is at 89%. EPL's financial positions with regard to cash on hand and reserve savings is healthy. The EPL Endowment fund investments are performing well.

BOARD REPORTS

A. Development Committee

- a. Trustee Lurie expressed optimism and pleasure regarding the 2018 Fund For Excellence fundraising thus far. She urged the board members to donate any amount for the campaign in order to demonstrate full participation.

B. Facilities Committee

- a. Trustee Patel moved to approve renewal of the Siemens Building Automation annual contract. Trustee Lurie seconded the motion which was unanimously approved by roll call vote.
- a. Trustee Lurie moved to approved the Total Building Services annual agreement. Trustee Hays seconded the motion which was unanimously approved by roll call vote.
- b. Robert Crown Branch Library Project Update - Director Danczak Lyons provided an overview on the construction progress, informed the board that a virtual tour of Robert Crown Facility would be coming and a formal tour can be arranged, and introduced the Behind the Gate initiative with nearby Washington Elem School.
- c. B. Wiss, Jenny, Elsner reserve funding analysis - Facilities Manager John Devaney detailed what goals have been accomplished in our five year plan. The 2019 Capital Improvement Plan will include repairs to electrical, life safety, ventilation, and fire systems, HVAC plumbing and the elevators in the main library; with some systems addressed at North branch. Investigation into obtaining a generator continues.

BOARD DEVELOPMENT

A. Trustee Hayman requested training for the board specific to decision-making with an equity lens, and that this be part of the discussion in January's meeting of the Equity, Diversity and Inclusion report.

UNFINISHED BUSINESS: None

NEW BUSINESS

- A. Trustee Haymon moved for the approval of the agreement with Mark Kling for Volunteer Management Services. Iles seconded the motion and the Board unanimously approved it.

- B. Trustee Goodman moved for the approval of Cooperative Computer Services (CCS) Annual Agreement. Hays seconded the motion and the Board unanimously approved the it.

- C. Trustee Goodman moved for the approval of the Per Capita Grant Application. Trustee Lurie seconded the motion and the Board unanimously approved the application.

- D. The Open meeting moved to closed session at 7:27 p.m. in order to review closed session minutes.

ADJOURNMENT

The meeting was adjourned at XX p.m.

Next Meeting: Wednesday, January 16, 2019 at 6:30 p.m. at Evanston Public Library.

Library Director's Report December 19, 2018

Updates:

Adult Services Librarian Julie Rand signed up 3 new Books on Wheels patrons in November, 2018. She also gave a presentation about the BOW program and other library services to the residents at Presbyterian Homes.

On November 8, Adult Services Librarian Lorena Neal met with Pam Silas, Associate Director, Community Outreach and Engagement, for Northwestern University's Center for Native American and Indigenous Research. They discussed possibilities for future collaborations between EPL and the Center on programming. The first program to result from this partnership is the exhibit ***Standing Rock: Photographs of an Indigenous Movement*** on the third floor of EPL during the month of December, along with a talk by the photographer, Levi Rickert, on December 1. Thanks to Library Assistant Kim Hiltwein for organizing this event with the artist. Lorena plans to attend a future meeting of the Center's steering committee to discuss additional collaborations and programs going forward.

On November 9, Health & Wellness Literacy Librarian Susan McClelland gave a presentation to incoming HIRCULES Community Health Corps Northwestern Student volunteers, called, ***Thinking Like a Librarian***. The overview focused on conversing with patrons about health issues and using library health databases and wellness resources.

On November 10, 50 people attended the ***Chicago Quarterly Review Reading*** featuring seven readers from the latest issue of CQR.

EPL hosted a meeting of the Mayor's Employer Advisory Council (MEAC) on Thursday, November 29. Business & Financial Literacy Librarian Susan Markwell represents EPL on this council. This is the group of local organizations and businesses which are tasked with increasing awareness among high school students of opportunities for careers in Evanston which do not require a four-year degree. On Thursday, over 50 members of this council gathered at the library to share updates from our site visits to local employers and discuss the next steps for this initiative. Neil Gambow, the chair of this council, thanked the library for allowing the council to use the Community Meeting Room and was very appreciative of our hospitality and participation in this council. Karen Danczak-Lyons provided the introduction and welcome, and Teri Campbell also attended the meeting.

Latino Engagement Librarian Mariana Bojorquez attended the Guadalajara Book Fair with help from an ALA travel stipend award. While there she was able to purchase hundreds of books written in Spanish (not translations) and make some terrific connections with publishers and colleagues.

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	3,905		45,575
North Branch	191	217	240	213	200	210	221	235	210	241	259		2,437
CAMS	467	440	470	438	411	435	459	462	414	402	414		4,812
Computer Lab	154	134	160	165	160	160	181	170	170	170	170		1,794
Overall Computer/Internet Use	4,892	4,532	4,967	4,470	4,626	4,908	5,424	5,712	4,964	5,215	4,748	-	54,618

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	31,982		422,147

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	31,352	28,690		330,382

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	36,124		432,813
North Branch	3,798	3,593	4,162	3,790	3,552	4,999	4,400	4,136	3,869	4,321	3,874		44,494
CAMS	3,362	3,338	3,893	3,479	3,962	4,400	4,008	3,906	3,400	4,040	3,622		41,410
Overall Library Visits	47,480	42,758	50,214	44,935	44,716	52,043	48,408	51,285	44,606	48,652	43,620	-	518,717

Upcoming events of Note:

Money Mondays - Business & Financial Literacy Librarian Susan Markwell, in coordination with Renee Neumeier and Teen Loft staff, has started a series of programs on financial literacy topics in the Loft for teens. The next is ***You need a Budget!*** This hands-on workshop will introduce teens in the Loft to the idea of using a budget to help track savings toward a specific goal.

Health & Wellness Literacy Librarian Susan McClelland, with assistance from library technology assistant Janetta Pegues, began planning for a Spring 2019, ***Black Women’s Health Awareness Day*** event. The event will focus on Breast Cancer awareness, infant mortality and reproductive health and the impact of health care disparities on women and communities of color. Susan has enlisted the partnership of the city Health & Human Services director, Evonda Thomas-Smith, “Black Women’s Wellness Day” founder & CEO, Lisa Peyton-Caires, and psychologist, Melissa Blount, as keynote speakers. The event will also include presentations on diet, nutrition and exercise.

Beginning in January and continuing monthly through March, EPL and SASI (Services for Adults Staying in Their Homes) are bringing a series of 3 financial and legal preparedness programs to Fleetwood-Jourdain. Series topics include:

- Medicaid, Medicare, Medigap and Long Term Care Coverage
- Powers of Attorney, Living Wills, Trusts, DNR’s and your beneficiaries
- Home Care v. Long Term Care

Full details [here](#).

Excerpts from Patron feedback:

From Technology Trainer Sergio Gonzalez:

Client A, learned how to send her first email. Now she is able to open, read and reply to emails.

Client B, who reports being afraid of technology, learned how to send text message from his flip phone and also how to use his LinkedIn account.

Client C created a Photo Album on Snapfish for her son. She wanted to surprise her son with this album on his birthday. The photo album has 50 pictures from when he was a little baby to adulthood.

From an attendee of the History Book Discussion group: "It was a great discussion. Just what I hoped a book club would be."

An attendee at the November 14 Law At The Library lecture on Starting a Small Business came to the desk afterwards to give the presentation "twelve thumbs up!"

From Mirna, a Patient Medical Advocate who called with questions about our ACA Navigator, "You are a world of knowledge! Thank you for providing this critical service to the community!"