



**MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

Wednesday, October 16, 2019

6:00 P.M.

Main Library, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Denia Hester, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro and Terry Soto

Members Absent: None

Staff: Karen Danczak Lyons, Teri Campbell, Jan Bojda, Wynn Shawver, John Devaney, Tim Longo, Connie Heneghan, Jill Schacter, Jill Skwerski, Halka, Bridget Sweeney, Renee Neumeier, Heather Norborg, Laura Antolin, Stan Azeemi, Willie Crump Jr., and Kim Hegelund

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was achieved at 6:32 pm.

Citizen Comment: Three citizens voiced their position on the proposed lease extension of 900 Chicago Ave.

Consent Agenda:

- A. **Approval of the Bills and Payroll and Minutes of the September 4, 2019 Board Meeting-** Trustee Schapiro made the motion, Trustee Hays seconded, and it was approved by voice vote.

Public Hearing: Public Hearing: Truth in Taxation 2019 Tax Levy

- A. Citizen Comment: None
- B. Assistant Director Campbell provided information on the Property Tax Levy totalling \$7,981,704 (gross levy), \$7,732,145 (net levy). The proceeds will constitute 81% of projected revenue for 2020.
- C. Adjourned at 6:50pm

Information/Communications: Together, We are the Library

- A. **STEMex:** A two year grant funded program that looked at seven unique programs for families with kids in grades K-5. Each program focused on growing and developing from the previous programs results, participation and understanding of concepts. Six camps located at Family Focus, Gibbs Morrison, Robert Crown, Levy Center, and Fleetwood Jourdain where seventy families participated in programs throughout the summer. Participants were asked questions at the completion of the programs and short narratives were written based on the conversations.
- B. **Summer STEM Camps:** Partnering with Project Excite, District 65 and EvanSTEM to furnish programs that targeted underserved and underrepresented groups in STEM. Half-Day 4 day camps were found to have the best results . Two types of camps Arcade

Game Design and Lego Robotics. Both camps impacted STEM interest and 21st Century Skill development.

Equity, Diversity and Inclusion:

A. Joint Task Force: Assistant Director Campbell shared that EPL's internal Equity, Diversity and Inclusion Committee will announce that staff will be required to complete a racial equity curriculum called Project Ready on All Staff Training Day. Staff will complete a monthly requirement and participate in at least two sessions each year. The external Racial Equity Task Force has met twice since the last board meeting. The task force set a long term goal of welcoming 10K new card holders over the next 2 years. They have focused on educating themselves about the range of programming EPL offers, the communication methods used to inform the public, and the budget and staffing. They continue to interrogate the need to more specifically target marketing efforts, and to translate more information.

Library Director's Report (Distributed in Advanced): Director Danczak Lyons shared her report which included proposed staff interactions being done in the 5th, 8th and 9th Wards. Breaking down the barriers to services continues as the current focus including looking at space, programs, services, partnerships and more. LOLA the mobile library was taken to the Interfaith Block Party where staff brought games, books, crafts and discussed how to obtain a library card. EPL will record the first two episodes of the **EPL Podcast** on Friday, October 4. The podcast, tentatively called: *The Check Out: A Podcast of Evanston Public Library*, will feature interesting Evanstonians doing cool things, as well as all things related to libraries, books, authors, and literacy. After we've developed a "season" of recordings (8 episodes or so) the podcast will be available for listeners. The Mission Impossible 10: James Baldwin kick off lecture with Dr. E. Patrick Johnson included 225 patrons with the event being broadcast and archived on the library's Facebook page. The library will host "**A Countdown Party: 100 Days before the formal opening of the Robert Crown Branch Library**" with live music, storytelling, refreshments, craft activities, henna painting, and a raffle. Saturday, October 26, 2-5 pm outside the new Robert Crown Community Center. The kick off for the 6th season of our EPL & MENA partnership with a lecture called **Documenting Syria**, with professor and filmmaker Joska Wessels. The lecture was attended by 39 people and written up in the Daily Northwestern: <https://dailynorthwestern.com/2019/09/30/city/author-talks-about-chronicling-syrian-documentary-filmmakers-at-evanston-public-library/>

Staff Reports:

- A. Administrative Services:** Asst Director Campbell shared with the Board that Delaney Hart has accepted a part-time Clerk position in Access Services. Two more offers have been extended to candidates for Library Clerk in Access services and are in process. Interviews are under way for the vacant Development Associate position and vacant Branch Assistant and Clerk positions. The period for requesting a transfer to Robert Crown has ended and determinations will be made. Shortly thereafter, public postings for these positions will open. Revenue collection has reached 91% of the budget estimation, while expenses fall within budget at 68%. The custom-made demountable wall system was installed on the east side of the 3rd floor resulting in four new private study rooms, and is a welcome addition to the fold.
- B. Mission Impossible X:** Lifelong and Literacy Manager Heather Norborg explained the process for the tenth year of the Mission Impossible book discussions. The goal is to read important works of literature, with plenty of camaraderie and support, over

the course of one full year. Each year we choose either a novel or an author and tackle one or more of their novels. The program includes a kick off lecture by an academic who specializes in the chosen author, to set the stage, give context and get the participants excited to read. When possible, we also include supplementary programs throughout the year. These could be films, performances or related lectures. James Baldwin was the chosen author from the list of possible four and more locations for discussions were chosen CAMS, Robert Crown and Gibbs Morrison.

	2019/2020	2018/2019
Kick Off attendees	225	140
Total registrants	252	157
Number of groups	11	7
Number of EPL staff	8	5
Number of volunteer facilitators	2	2
Locations	7	4

Board Reports:

- A. Facilities Committee:** Staff recommends approval of a single source purchase for the building wide sump/storm pump and controls replacement project to Metropolitan Industries, Inc. located at 37 Forestwood Drive, Romeoville, Illinois 60446-1343 for the amount of \$86,725. Funding Source: Main Library 2019 CIP 185.48.4840.65515. Total budget for the purchase is \$120,000. Trustee Patel moved and seconded by Trustee Schapiro approved by a roll call vote.

Board Development:

Trustee Lurie announced the October 23rd kickoff of the Fund for Excellence fundraising campaign and welcomed the participation of all board members. Campbell reminded Trustees to fulfill the Per Capita Grant requirements in advance of our application deadline.

Unfinished Business:

- A. Discussion of FY2020 Proposed Budget:**
- B. Approval of 2020 Proposed Library Expenditure Budget:** Trustee Schapiro motioned to approve the 2020 proposed library and Trustee Lurie seconded and approved by a roll call vote.
- C. Preliminary Tax Levy Estimate** The proposed corporate and special purpose property taxes (gross) to be levied for tax year 2019 (FY2020) equals \$7,981,704 which represents an 8.9% increase over the previous year.
- D. 900 Chicago Avenue Lease Extension:** The offer to extend the lease at CAMS is as follows: Instead of a two year extension we will offer two 12 month extensions with the second extension only requiring 4 months notice. In January 2021 the 4 month extension can be implemented. In exchange the base rate on the lease will

increase by an additional 2% to 5% on January 1 2020 and by the same on January 1 2021 Jan 1 2020 rent will be \$3204.61 instead of \$3143.56 a difference of \$61.12 a month. Trustee Lurie motioned to approve the lease for January 1, 2020 to January 1, 2021. A roll call vote was initiated and passed by a majority vote of the Board Members.

New Business: Based upon the approval of the lease extension at 900 Chicago Avenue the board has asked Director Danczak Lyons to look at branch hours of operation and how these hours can be adjusted for work in the 5,8 and 9th Wards.

Adjournment:

Motion to adjourn was made by Trustee Schapiro and seconded by Trustee Lurie. Meeting adjourned at 8:55 pm.

Respectfully submitted by Kim Hegelund