



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, May 15, 2019
6:30 P.M.
900 Chicago Avenue Evanston, IL 60202

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

Members Absent: None

Staff: Karen Danczak Lyons, Teri Campbell, Wynn Shawver, Connie Heneghan, Janice Bodja, Jill Schacter, Jill Skwerski, John Devaney, Renee, Neumeier, Heather Norborg, Jeff Balch and Kim Hegelund

Presiding Member: Benjamin Schapiro, President

Call to order/Declaration of Quorum- President Schapiro called the meeting to order when a quorum of Trustees was achieved at 6:30 pm.

Citizen Comment: None

Consent Agenda:

- A. Approval of the Bills and Payroll and Minutes of the April 17, 2019 Board Meeting-** Trustee Hayman moved to approve and Trustee Lurie seconded the motion which was approved by voice vote.

Information/Communications: Together, We are the Library

- A. Oath of Office:** Trustee Denia Hester was sworn in to her first term as a Trustee. A brief introduction to Trustee Hester can be found [here](#)
- B. “How does our mission and vision need to be refined to better serve our increasing commitment to equity, diversity and inclusion?”**
<https://www.epl.org/essentials/board-of-trustees/vision-mission/>
Director Danczak Lyons has asked the Board to ponder the current Vision & Mission as the current strategic plan goals will be updated in the future. Discussions will continue at upcoming board meetings.

Equity, Diversity and Inclusion (Update): The application process started and will look to close on May 31, 2019. Candidates will be discussed at the June board meeting and will begin their role in July.

Library Director’s Report (Distributed in Advanced): Director Danczak Lyons shared the City of Evanston is intending to create a two year budget starting in 2020. The Board will be kept abreast of this. Staff participated in the city’s annual “Take Your Child

to Work Day” at the Civic Center. Over 30 children ages 4 to 14 accompanied their parents to work for a day of fun and learning. The yearly event was created to introduce children to the different career paths that the City has to offer as well as strengthen the parent/child relationship. Staff attended EvanSTEM’s annual STEMfest in the 5th Ward. The STEMfest is designed for youth attending kindergarten - 5th grade that are underrepresented in STEM fields. This year the event was hosted at Fleetwood Jourdain and Family Focus. The weather did not prevent 113 children from participating. Over 50 kids visited each of the EPL sponsored activities.

Staff Reports:

- A. Administrative Services:** Assistant Director Campbell shared with the Board that hiring continues and offers have been extended for Access Service positions, and soon staff will be notified of postings for opportunities at Robert Crown. The first large allocation from local tax revenue has deposited. Revenue has reached 50% of the total budget while spending is on target,
- B. 2019 Summer Reading Program:** Innovation and Digital Learning Manager Renee Neumeier presented to the Board the program highlights and goals. The program name has been updated to Summer Learning with a focus not only on reading, but programs that are interactive and educational beginning. The portion of the program that focuses on patrons logging their reading runs June 1st until August 24th. The brochure and sign-up can be found at all EPL locations and <https://www.epl.org/attend/special-events/epl-summer-learning-2019/> and is available in Spanish. Ballot boxes will be placed in each Ward for entering into a raffle for weekly prizes throughout the program. The ballot boxes are targeting adults in the community, in the hope of increasing adult participation and completion of the program. The data collected from participants will guide the Summer Learning Committee on future needs of the program, including who’s taking part, areas for future engagement and what engagement efforts reached their target participation and others that could be improved upon.

Board Report:

- A. Development Committee:** With regard to the memorandum of Understanding between the Friends of the Evanston Public Library and the Library, discussion continues. The next review will take place during next month’s board meeting.

Board Development: None

Unfinished Business:

- A. Hours of Operation Robert Crown Branch:** A motion to approve Robert Crown hours to mirror the main library was moved by Trustee Goodman and seconded by Trustee Iles and the motion passed with seven in favor and one against.

New Business:

- A. Nominating Committee Report:** The Nominating Committee recommends the following appointments to the Library Board: Shawn Iles is nominated to be the next President of the Board, Ben Shapiro Treasurer, Ruth Hays Vice President and Vaishali Patel will continue as Secretary if approved by the Trustees.
- B. Revision to Public Comment Period:** Director Danczak Lyons informed the Board that after receiving an opinion from the Attorney General and reviewing the City Council rules regarding public comment and partnering with the law department that the following bylaws should be adopted: 1.7.6 Citizen Participation The Board shall provide a period not to exceed 45 minutes at the beginning of the order of business for citizen comment. Prior to the beginning of the meeting, interested citizens should indicate their desire to speak by signing their name and address on a form. The President will allocate the 45 minute period equally among those persons. A person addressing the Board shall limit comments to items within the jurisdiction of the Library Board. Speakers will not be permitted to cede time to another speaker. The business of the Board shall commence no later than forty-five (45) minutes after the beginning of Citizen Comment. Board standing committees shall provide opportunities for citizen comment at the beginning of each meeting. For all standing committees of the Board, a period of twenty minutes shall be provided for public comment, and no individual speaker may speak longer than two (2) minutes and cannot cede time to another speaker. The committee chair of the standing committees will allocate time among the speakers to ensure that Public comment does not exceed the allotted time provided above. Trustee Hayman moved and Trustee Hays seconded the motion which passed by voice vote.
- C. Locations for future meetings:** The June board meeting will be held at the North Branch of the Evanston Public Library and the July board meeting will be at Fleetwood-Jourdain Community Center.

Executive Session:

- A.** The Board Meeting moved into Executive Session to discuss the Library Director's contract and Evaluation at 8:18pm by President Schapiro and seconded by Trustee Hayman.
- B.** The motion to approve the Executive Director of the Evanston Public Library's annual contract for employment and salary was moved by Trustee Lurie and seconded by Trustee Iles and passed by a roll call vote.
- C.** The motion to move the board meeting out of executive session was moved by Trustee Hays and seconded by Trustee Hayman and approved by voice vote.
- D.** The motion to adjourn the meeting at 8:55pm was moved by Trustee Lurie and seconded by Trustee Patel and approved by voice vote.

Respectfully submitted by
Kim Hegelund