



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, March 18, 2020
6:00 P.M.
Remote Board Meeting

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

Members Absent: Ruth Hays

Staff: Karen Danczak Lyons, Teri Campbell, Heather Norborg, John Devaney, Jill Skwerski, Connie Henegan.

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 6:35 pm.

Citizen Comment: There was none.

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the February 19 Board Meeting-

Trustee Schapiro made the motion, Trustee Lurie seconded, and it was approved by voice vote.

Information/Communications:

Robert Crown branch library (Update)

Director Danczak-Lyons updated that the Robert Crown Community Center branch library opened with a strong response. The majority of the first few days' circulation was children and young adult material, as well as a significant amount of Spanish language material.

Equity, Diversity and Inclusion:

Review of draft Equity Statement (Discussion and Action)

This matter was moved to next month's meeting at the suggestion of President Iles for the sake of addressing urgent matters concerning the COVID-19 response.

Library Director's Report (Distributed in Advanced):

As part of the COVID-19 pandemic response, Access Services has begun creating new forms of access and removing previous barriers. The Library's website will be updated to highlight changes, indicating that services are virtual, directing patrons to those resources, and it should not suggest that the Library is closed. Library card and material loans will be automatically renewed through April. Each school has a new access card as well. District 65 is already aware of changes and is sharing information to their respective body. Staff is creating new online training tutorials. Hotspots will no longer be turned off after their loan period. Staff seek to procure additional hotspots, but noted that turn-around had previously taken weeks. Director

Danczak-Lyons confirmed that staff pay for this pay period will follow the normal schedule, and it will be reviewed after the current pay period.

The board requested that online services expanded during this time and emphasized creative flexibility for librarians to meet their goals while under current circumstances. The board also requested weekly updates to the public or board on what is new or changing in response to digital services and access during mandated social distancing and mandated self-isolation.

Staff Report:

A. Administrative Services Report (Teri Campbell)

The report was provided in writing and there was no discussion.

Board Report/Development:

Facilities Committee

The Committee met to learn of options for expansion in community areas of high priority:

5th ward facilities.

Director Danczak-Lyons and Trustee Hester scouted possible branch locations in the city's 5th Ward. Commercial offerings in the ward are limited. Four potential locations were discussed including the long-term option to become an anchor tenant when the Family Focus building is redeveloped. Size and accessibility (ADA compliance) were at issue for two of the options deemed unacceptable. Trustee Hayman suggested the old Foster school location as a another possible site.

While Director Danczak-Lyons sought guidance for the scope of this project, Trustee Hester suggested the end of 2020 as a potential deadline to know of a location. Trustee Schapiro prefers housing the future branch in the Family Focus location as a long term solution, but using the church location in the short term. More updates likely to come next month about Family Focus merger.

8th ward facilities.

City-owned space on Howard Street currently underutilized, but location would be a "considerable investment" to be code-compliant. Space would need development for its roof, restrooms, heating, and sprinklers. Devaney provided a rough estimate of \$400,000 for redevelopment which would require an adjustment in the capital budget. Board will be updated in future meetings regarding progress.

Unfinished Business:

There was none.

New Business:

Strategic Plan Consultant Agreement (Discussion and Action)

This matter was moved to next month's meeting at the suggestion of President Iles for the sake of addressing urgent matters concerning the COVID-19 response.

Library Closure (Ratification)

Trustee Schapiro moved, President Iles seconded, to ratify Director's actions to close Library facilities pursuant to CDC, Illinois Public Department of Health, and City of Evanston guidance on COVID-19.

The April 2nd All Staff Day will be rescheduled, and the library will operate as normal, whatever that entails, on that day.

Closed Session – Personnel (Library Director Evaluation and Contract)

This matter was also postponed.

Adjournment:

The motion to adjourn was made by Trustee Lurie and seconded by Trustee Patel. Meeting adjourned at 7:49pm.

Respectfully submitted by Teri Campbell