



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, June 17, 2020
6:30 P.M.
Remote Board Meeting

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: Heather Norborg, Ebony Ambrose, Jennifer Shreve, Jan Bojda, Teri Campbell, John Devaney, Kim Hegelund, Connie Henegan, Lea Hernandez-Solis, Tim Longo, Marlene Meyer, Jeny Mills, Wynn Shawver and Jill Skwerski

Presiding Member: Shawn Iles, President

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

Citizen Comment: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the May 17, 2020 Board Meeting

Upon motion made by Trustee Schapiro and seconded by Trustee Hays, the consent agenda was approved by unanimous roll call vote.

Information/Communications:

A. Colocation of City Services Update - COE Staff

Lara Biggs, Bureau Chief, Public Works, City of Evanston spoke of the substantial financial investment it would take for the COE to improve the Civic Center and the rationale for putting it on the market. Biggs is in the process of investigating the spatial needs of the operations and considering all options including locating a portion of staff to EPL headquarters. Significant preliminary work remains, however she was opening conversation in hopes of presenting a plan to City Council for approval on July 13. The COE intends to restart limited onsite staffing near the end of summer, and begin serving residents directly in fall.

Trustees were generally supportive of public facing operations with natural synergy having a presence, and raised questions about pandemic requirements for social distancing, length of stay, improvements to internet access, and condition of property that would be returned to EPL.

B. Planning/implementation of phased reopening update

Interim Director Norborg gave a brief overview of the phased reopening plan that was provided in the agenda packet, and noted that EPL is in Phase 3 and proceeding with caution to ensure safe access to the building. She fielded questions regarding PPE availability, ability to pivot

quickly as state reopens, the Chicago Public Library opening, quarantine of materials (Batelle study results), the likelihood of contamination within the collection, and costs to be incurred to restore Robert Crown Library space that was used as the emergency operations center.

Equity, Diversity and Inclusion:

A. Joint Committee (Update)

Campbell provided an update with regard to progress made on the recommendations outlined in the equity assessment citing the completion of EPL's commitment to racial equity, the requirement of staff to complete the racial equity curriculum as a means to embed this knowledge in the culture of the organization and the active internal committee and external task force, the improvements made to the physical collection - including own voices, and the successful hire of culturally diverse staff. EPL grapples with securing a permanent 5th ward presence and improving the communication strategy to reach priority populations. Goodman asked for feedback from the Racial Equity Task Force regarding what they would like to see from EPL were there no limits/constrained resources. Hayman encouraged the participation of the board in racial equity curriculum discussion sessions.

Library Director's Report (Distributed in Advanced):

No questions regarding the report were posed to Norborg.

Staff Report:

A. Administrative Services Report

Campbell reported that permanent hiring remains frozen. The fiscal outlook is cautiously optimistic: revenue collection has reached 46% of budget projection, and expenditures 39% for the Operating Fund. Capital Fund expenditures are at 25% of budget.

Devaney reported that the Facilities team continues to conduct maintenance activities for the upkeep of the building, and in preparation for the phased reopening. Standard social distancing precautions are being deployed through the locations by maintenance and staff.

B. Development

Shawver introduced Development Staff, Ebony Ambrose, Data Management and Donor Relations and Jennifer Shreve, Grants and Partnerships. The Library has submitted over \$280,000 in grant proposals since March 1, 2020. Year-to-date comparison of grant activity 2019 to 2020 shows an increase in grants awards largely due to city-wide collaboration and strategic partnerships. Sher reported an increase in grant metrics (proposals, awards, and funds) attributed to strategic community partnerships as well as the Library's unique role in the response to COVID-19.

Shawver reported being on track for individual donations based on the year-to-date comparison of performance for 2019 and 2020, and plans to launch a special campaign to support the \$50,000 loss in revenue attributed to the recent decision to end the practice of collecting late fees.

Finally, Shawver reported that discussions with volunteers and Friends of the Library groups are active and ongoing. The next meeting is scheduled for June 30th, 2020. A traditional grassroots sustainable Friends group is vital to deepen engagement in the Library's mission and service to Evanston.

Board Report/Development:

Trustee Hayman encouraged participation in the YWCA Equity Summit.

Unfinished Business:

New Business:

A. Election of Officers (Action)

Upon motion made by Goodman, seconded by Hayman, and approved by unanimous roll call vote, the Trustees approved the slate of officers: Shawn Iles will serve as President, Ruth Hays Vice President, Ben Schapiro Treasurer and Terry Soto Secretary.

B. Committee Selections (Discussion)

Trustees agreed to retain their current committee assignments. No further action needed.

C. National Able Network Inc., Lease Renewal (Action)

Upon motion made by Schapiro, seconded by Hays, and approved by unanimous roll call vote, the Trustees approved the lease of room 303 in the Main Library to be used as a workforce development and career services training site. The monthly lease is in the amount of \$1,602 for the one-year period beginning July 1, 2020 ending June 30, 2021.

Executive Session:

Upon motion made by Iles, seconded by Schapiro, and approved by unanimous roll call vote, the Trustees entered executive session at 8:10 p.m. in order to discuss Real Estate and review/approve closed session minutes.

Upon motion made by Lurie, seconded by Schapiro, and approved by unanimous roll call vote, the Trustees adjourned from executive session.

Return to Open Meeting:

Upon motion made by Schapiro, seconded by Patel, and approved by unanimous roll call vote, the Trustees will release executive minute summaries to the public.

Adjournment:

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Lurie, and approved by roll call vote.. Meeting adjourned at 9:03 p.m.

Respectfully submitted by Teri Campbell