



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, December 16, 2020**  
**Meeting of the Board**  
**6:30 PM**  
**Virtually, via Zoom**

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

**Members Absent:** none

**Staff Present:** Karen Danczak Lyons, Jose Maldonado, John Devaney, Lea Hernandez-Solis, and Timothy Longo.

**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 6:38 p.m.

**Citizen Comment:** None

**Consent Agenda:**

**A. Approval of the Bills and Payroll and Minutes of the November 18, 2020 Board Meeting**

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

**Information/Communications: *Together, We are the Library***

**A. Proclamation:** Director Danczak Lyons read a Proclamation in honor of Jose Maldonado, Circulation Manager for 7 years at EPL. We wish him the best of luck on his new role as Library Manager of the 95th Street location, Naperville Public Library.

**B. Library hours and in-person services.** Director Danczak Lyons led the discussion and explained the safety measures that the library takes in order to protect the staff and patrons of the library. Trustees engaged in a full discussion acknowledging concerns about morale and access to healthcare during these times.

**Equity, Diversity and Inclusion:**

**Joint Task Force (Update):**

Our Strategic Planning consultants met with the Racial Equity Task Force to introduce themselves to the group and talk about the process. Task Force members are looking forward to this process addressing systemic issues, and ultimately result in EPL keeping the promises made to the community. Our Internal EDI committee is welcoming new committee members and new facilitators in the next iteration of Project READY for 2021.

**Library Director's Report:** No questions were raised about the written report.

**Staff Report:**

**A. Administrative Services Report** No questions were raised about the written report.

**Board Report/Development:**

Facilities Committee

- A. Trustee Schapiro made a motion to approve renewal of the **Siemens Building Automation** annual contract (year 2 of 3) for \$24,650. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- B. Trustee Schapiro moved to approve renewal of the **Total Building Service** contract (year 2 of 3) for \$112,680. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- C. Trustee Schapiro motioned to approve renewal of the **Schindler Elevator** maintenance contract (year 1 of 3) for \$9,750. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- D. Trustee Schapiro made a motion to approve **Schindler Elevator tech Upgrades** (proprietary) - 2020 CIP for \$149,500. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- E. Trustee Schapiro moved to approve **JCI (Simplex/Tyco)** for the replacement of Area of Rescue Assistance communications and controls (proprietary) - 2020 CIP for \$32,962. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- F. Trustee Schapiro motioned to approve **BP&T Construction** - 2020 CIP Bid 20-46 Main Interior/exterior painting for \$47,000. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.

**Board Development:**

**State Per Capita Grant Requirements: Reviewing Serving Our Public 4.0:**

A comprehensive checklist of all the requirements and activities will be presented in January for discussion through February. Trustees will complete their review and approval on the record which is a part of the per capita application due in March.

**Unfinished Business:** none

**New Business:**

- A. Trustee Schapiro motioned for the approval of the agreement with **Mary Kling** for Volunteer Management Services for \$22,655. Lurie seconded the motion and the Board unanimously approved by roll call vote.
- B. Trustee Schapiro motioned for the approval of **Cooperative Computer Services** (CCS) annual agreement for library automation services in an amount not to exceed \$96,750. Hays seconded the motion and Trustees approved it by unanimous roll call vote.

Upon proper motion made by President Iles and seconded by Trustee Soto, the open meeting moved to Executive session by unanimous roll call vote at 7:51 p.m. in order to review closed session minutes.

**Adjournment:**

The motion to adjourn was made by Trustee Soto and seconded by Trustee Hays and approved by roll call vote. Meeting adjourned at 7:48 p.m.

**Submitted by:** Terry Soto / Teri Campbell