



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
Wednesday, January 20, 2021  
Meeting of the Board  
6:30 PM  
Virtually, via Zoom

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings due to COVID-19, City Council members and City staff will be participating in this meeting remotely.

Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Library Board meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the online form at <https://library-board-public-comment-sign-up>.

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

**Members Absent:** Denia Hester

**Staff Present:** Karen Danczak Lyons, Teri Campbell and Lea Hernandez-Solis

**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 6:37 p.m.

**Citizen Comment:** None

**Consent Agenda:**

**A. Approval of the Bills and Payroll and Minutes of the December 16, 2020 Board Meeting**

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

**Equity, Diversity and Inclusion (Joint Task Force):**

Campbell reported that the internal EDI committee is finalizing the facilitation, format and frequency of the next round of racial equity training required for all staff and set for February. The Racial Equity Task Force made up of community members held its regular monthly meeting covering a wide range of topics including communication, messaging, and feedback loops, as they look forward to more improvement with our priority population. The RETF continued its conversation on the development of the EPL strategic plan hoping it will result in strategies for how we gather data about our constituents, tell our story, explain our reach. Discussion of our pandemic efforts centered on connectivity, primary needs (food, shelter jobs) and while complementary of the wide range of services expressed concern about whether they reach the intended audience. They also discussed the new video series, and plans for the Teacher in the Library initiative that had been stalled because of the pandemic.

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

Director Danczak Lyons added that she shared the draft staff and community survey received today from Library Strategies. The Strategic Planning committee members (4 community members, 2 Trustees, 4 staff) as well as the administrative leadership are providing feedback. Also shared vaccine status of library staff who have been designated essential workers.

**Staff Report:**

**A. Administrative Services Report**

Campbell provided a written report covering hiring and financial status, maintenance update and capital projects. Trustees questioned the disposition of collection materials, and the proposed use of the former north branch facility. A question was raised about any swings in individual expense categories due to covid operations, and the implications for our coming year to prepare the board for spending swings.

**Development Committee: (Margaret Lurie and Rachel Hayman)**

Trustee Lurie thanked board members for 100% participation in the Reimagine Campaign. Final reconciliation is in progress but strong philanthropic support continues to be strong, including a successful \$20K match challenge. The donor count nearly equals that of last year, stable at approximately 1300 donors. More than 50% of repeat donors increased their gift. No sign that branch closures negatively impacted this support. As well, we launched a new monthly giving campaign that will encourage sustainable annual support. This program was publicly announced by donor and Reimagine Committee Member Pat Broughton who has supported the Library monthly for years. She inspired 10 new monthly donors, and invites us all to consider becoming monthly donors.

The development team has been awarded a number of grants to continue building this pipeline. Annual appreciation event planning for May 6th is also in process. Shawver will reach out to Trustees for input to make this an informative and entertaining virtual event.

**Board Development:**

Trustees were invited to attend the Illinois Library Association Legislative Meet-Ups in February which will take place virtually. It is an opportunity to connect with our legislators and share our library concerns and learn what they are thinking, as well as other library leaders.

**Unfinished Business: Per Capita Grant**

Campbell provided an overview of items that are in progress or incomplete from the Standards for Illinois Public Libraries. The standards review highlighted the need for an update of the EPL Strategic Plan (currently underway) and a way to make sure we continue to improve in our service of patrons with different abilities or physical challenges so that access is assured. The full application will be included for review and approval at the next meeting.

**New Business:**

**A. Closed Session – Personnel (Library Director Evaluation and Contract)**

Upon proper motion made by Trustee Goodman and seconded by Trustee Schapiro, the open meeting moved to the Executive session by unanimous roll call vote at 7:51 p.m. in order to discuss the Personnel matter. Following their discussion, Trustees reconvened the open meeting.

**Adjournment:**

The motion to adjourn was made by Trustee Fulce and seconded by Trustee Lurie and approved by roll call vote. Meeting adjourned at 8:04 p.m.

**Submitted**

**by:** Terry Soto / Teri Campbell