



**Evanston Public Library Board of Trustees
MEETING MINUTES**

Wednesday, June 18, 2025 at 6:30 PM
Main Library, Community Meeting Room, and Remote

Members Present

Samia Amamoo *arrived at 6:38 p.m.* Arikpo Dada, Tracy Fulce, Cate Huggins, Meghan Shea, Terry Soto.

Members Absent

Michelle Mills and Esther Wallen.

Staff Present

Ellen Riggsbee, Heather Norborg, Jennifer Shreve, Sameer Notta, and Yolande Wilburn

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum.

President Fulce called the meeting to order when a quorum of Trustees was established at 6:30 p.m.

Land Acknowledgement

Read by Terry Soto

Citizen Comment

None

Oath of Office

Jean Keleher

Consent Agenda

- A. Approval of Management Committee Meeting Minutes May 21, 2025
 - B. Approval of Regular Board Meeting Minutes May 21, 2025
 - C. Approval of Finance Committee Meeting Minutes June 12, 2025
 - D. Approval of Bills and Payroll
- Motion: Trustee Huggins moved, seconded by Trustee Dada, to approve the consent agenda.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Shea, and Trustee Soto voted aye. No nays. Motion carried.

Library Director's Report

(Distributed in Advance)

Staff Report

- A. Administrative Services Report (Distributed in Advance)
- B. Facilities Report (Distributed in Advance)
- C. Development Report (Distributed in Advance)

Board Reports

- A. President's Report
- B. Finance Committee
- C. Management Committee
- D. Facilities Committee
- E. DEIB Committee

New Business

- A. Approval of the Revised Fund Balance and Reserve Policy
Motion: Trustee Soto moved, seconded by Trustee Dada, to move the approval of the revised fund balance and reserve policy to the July 16, 2025, board meeting.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Shea, and Trustee Soto voted aye. No nays. Motion carried.

- B. Accept and File the Marketing and Communications Plan
Motion: Trustee Huggins moved, seconded by Trustee Dada, to accept and file the Marketing and Communications Plan.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Shea, and Trustee Soto voted aye. No nays. Motion carried.

- C. Approval of the Substitute Staff Policy
Motion: Trustee Shea moved, seconded by Trustee Dada, to move the approval of the substitute staff policy to the July 16, 2025, board meeting.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Shea, and Trustee Soto voted aye. No nays. Motion carried.

Executive Session

Motion: Moved by Trustee Fulce, seconded by Trustee Dada, to go into executive session for personnel matters at 7:10 pm.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Shea, and Trustee Soto voted aye. No nays. Motion carried.

Motion: Trustee Huggins, seconded by Trustee Dada, moved to adjourn the executive meeting at 7:35 pm.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Shea, and Trustee Soto voted aye. No nays. Motion carried.



Adjournment

MOTION: Moved by Trustee Soto and seconded by Trustee Dada to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 7:41 pm.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Shea, and Trustee Soto voted aye. No nays. Motion carried.

Submitted by

Meghan Shea, Secretary
Evanston Public Library Board of Trustees