



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

Wednesday, July 16, 2025, at 6:30 PM  
Main Library, Community Meeting Room, and Remote

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**Members Present**

Samia Amamoo, Arikpo Dada, Tracy Fulce, Catie Huggins, Jean Keleher, Michelle Mills, Victoria Shire, and Esther Wallen.

**Members Absent**

Meghan Shea

**Staff Present**

Betsy Bird, Carlos Hernandez, Heather Norborg, Sameer Notta, Ellen Riggsbee, Wynn Shawver, 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 6:32 p.m.

**Land Acknowledgement**

Read by Jean Keleher

**Citizen Comment**

None

**Oath of Office**

Victoria Shire

**Amended Agenda Item**

Motion: Trustee Wallen moved, seconded by Trustee Huggins, to add an Executive Session to the meeting agenda.

Motion: Trustee Fulce moved, seconded by Trustee Mills, to add an item to New Business to discuss 20-R-25.

**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 Shire moved, seconded by Trustee Amamoo, to approve the consent agenda with corrections.

Correction: Under New Business, the board meeting date should be July 16, 2025, for items A and B.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Mills, Trustee Shire, and Trustee Wallen 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. Second Quarter and Monthly Development Report (Distributed in Advance)
- D. Q2 Strategic Development and Advancement Plan Update Presentation

### **Board Reports**

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

### **Old Business**

- A. Approval of the Substitute Staff Policy  
Motion: Trustee Mills moved, seconded by Trustee Keleher, to move the substitute staff policy.

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

### **New Business**

- A. Approval of the Recommendation for Purchase of RFID Tags and Equipment.  
Motion: Trustee Huggins moved, seconded by Trustee Mills, to approve the Recommendation for Purchase of RFID Tags and Equipment.

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

- B. 20-R-25 report by City of Evanston (Discussion).

### **Executive Session**

Motion: Moved by Trustee Fulce, seconded by Trustee Mills, to go into executive session for personnel matters at 8:26 pm.

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



Motion: Trustee Mills, seconded by Trustee Huggins, moved to adjourn the executive meeting at 8:57 pm.

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

**Adjournment**

MOTION: Moved by Trustee Dada and seconded by Trustee Wallen to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 8:58 pm.

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

**Submitted by**

Catie Huggins, Secretary  
Evanston Public Library Board of Trustees