



**EVANSTON  
PUBLIC  
LIBRARY**

**Evanston Public Library Communication Sub-Committee  
MEETING MINUTES**

**Tuesday, December 23, 2025, at 4:00 PM  
Main Library, Library Board Room, and Remote**

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**Members Present**

Jean Keleher, Victoria Shire, and Esther Wallen

**Members Absent**

Catie Huggins

**Staff Present**

Ellen Riggsbee

**Call to order/Declaration of Quorum.**

Trustee Keleher called the meeting to order when a quorum of Trustees was established at 4:02 p.m.

**Land Acknowledgement**

The land acknowledgement was read by Trustee Wallen.

**Citizen Comment**

None

**Old Business**

N/A

**New Business**

- A. Recording Board Meetings  
**Motion:** Trustee Shire moved, seconded by Trustee Wallen, to bring the proposed plan to the Management Committee and full Board. Motion carried.
- B. Strategies for Public Communication  
**Motion:** Trustee Keleher moved, seconded by Trustee Wallen, to bring the proposed plan to the Management Committee and full Board. Motion carried.
- C. Communication Sub-Committee 2026 Meeting Schedule  
**Motion:** Trustee Wallen moved, seconded by Trustee Shire, to amend proposed meeting dates to the first Tuesday of the month, 6:30-8:00 pm. Motion carried.
- D. Board Reflection Listening Session

**Executive Session**

**Motion:** Trustee Shea moved, seconded by Trustee Wallen, to go into executive session at 6:02 p.m.

**Motion:** Trustee Wallen moved, seconded by Trustee Shire, to adjourn the executive session. Motion carried. The executive session adjourned at 7:06 pm.

**Adjournment**

Motion: Trustee Keleher, seconded by Trustee Wallen, moved to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 7:08 pm.

**Submitted by**

Trustee Jean Keleher,  
Evanston Public Library Board of Trustees