



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

**Tuesday, January 6, 2026, at 6:30 PM
Main Library, Library Board Room, and Remote**

Members Present

Catie Huggins (attended until 7:25 p.m.), Jean Keleher, Victoria Shire, and Esther Wallen

Members Absent

None

Staff Present

Ellen Riggsbee

Call to order/Declaration of Quorum.

Trustee Keleher called the meeting to order at 6:32 p.m., at which time a quorum of Trustees was established.

Land Acknowledgement

The land acknowledgement was read by Trustee Huggins.

Citizen Comment

None

Old Business

- A. Board Reflection Listening Sessions
- B. Recording Board Meetings

New Business

- A. Board Member Profile Project
- B. Board FAQ
 - Motion:** Trustee Keleher moved, seconded by Trustee Shire, to bring the proposed plan to the Management Committee and full Board. Motion carried.
- C. Digital Library Update and Communications
- D. Board Reflection Listening Session

Executive Session

Motion: Trustee Keleher moved, seconded by Trustee Wallen, to go into executive session at 7:34 p.m.

Motion: Trustee Shire moved, seconded by Trustee Wallen, to adjourn the executive session. Motion carried. The executive session adjourned at 7:55 p.m.

Adjournment

Motion: Trustee Keleher moved, seconded by Trustee Shire, to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 7:56 p.m.

Submitted by

Trustee Jean Keleher,
Evanston Public Library Board of Trustees

COMMUNICATION SUB-COMMITTEE 2026 MEETING DATES

Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link:

<https://forms.gle/16fGTFeqEFR6tmro8>

Written comments will be attached to the Board minutes and distributed to Trustees.

PROPOSED MEETING DATES

Tuesday, January 6, 2026, 6:30-8:00 p.m.

Tuesday, February 3, 2026, 6:30-8:00 p.m.

Tuesday, March 3, 2026, 6:30-8:00 p.m.

Tuesday, April 7, 2026, 6:30-8:00 p.m.

Tuesday, May 5, 2026, 6:30-8:00 p.m.

Tuesday, June 2, 2026, 6:30-8:00 p.m.

Tuesday, July 7, 2026, 6:30-8:00 p.m.

Tuesday, August 4, 2026, 6:30-8:00 p.m.

Tuesday, September 1, 2026, 6:30-8:00 p.m.

Tuesday, October 6, 2026, 6:30-8:00 p.m.

Tuesday, November 3, 2026, 6:30-8:00 p.m.

Tuesday, December 1, 2026, 6:30-8:00 p.m.

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.