



**Approved April 15, 2026**

## **Communication Committee Meeting Minutes**

- Date: Tuesday, April 7, 2026
- Time: 6:30 PM
- Location: Main Library, Library Board Room, and Remote

### **Members Present**

- Jean Keleher
- Victoria Shire

### **Members Absent**

- Catie Huggins
- Esther Wallen

### **Staff Present**

- Ellen Riggsbee

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

Trustee Keleher called the meeting to order at 6:30 p.m., at which no quorum was established.

### **Land Acknowledgment**

It was not read due to a lack of quorum.

### **Citizen Comment**

None

### **Old Business**

*No discussion held due to lack of quorum.*

- A. E-Book Pricing - Policy Communication
- B. Communication Channel Inventory and Map

## **New Business**

*No discussion held due to lack of quorum.*

- A. FAQ Update
- B. Tactics for Capturing Departing Trustees' Knowledge
- C. New Trustee Onboarding: Communications Info

## **Adjournment**

Due to the lack of a quorum, no formal business was transacted. Trustee Keleher motioned to adjourn the meeting at 6:33 p.m.; trustee Shire seconded. The meeting was adjourned.

## **Submitted by:**

Trustee Jean Keleher,  
Evanston Public Library Board of Trustees