



**Approved May 20, 2026**

# **Evanston Public Library Board of Trustees** **AdHoc Search Committee Meeting Minutes**

**Date: Wednesday, May 6, 2026**

**Time: 4:30 PM**

**Location: Main Library, 4th floor Board Room, and Remote Access**

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## **1. Call to Order and Quorum**

Trustee Meghan Shea called the meeting to order at 4:41 PM. A quorum was established.

### **Members Present**

- Tracy Fulce
- Catie Huggins
- Meghan Shea

Additional trustees in attendance included:

- Arikpo Dada
- Jean Keleher
- Victoria Shire

### **Members Absent**

- None
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## **2. Land Acknowledgment**

Presented by Trustee Meghan Shea.

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### 3. Citizen Comment

No citizen comments were made.

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### 4. Old Business

The Committee discussed the following items:

- Interim Executive Director job description

**Motion:** Move to assign Meghan Shea to complete the job description and provide a draft to the full board

- Moved by: Tracy Fulce
  - Seconded by: Catie Huggins
  - Vote: 3–0 (Aye)
  - **Result:** Motion carried
- Timeline for the interim search and the interim search interview process.

**Motion:** Move to assign Meghan Shea to assemble an interim search timeline and provide a recommendation to the full board.

- Moved by: Tracy Fulce
  - Seconded by: Catie Huggins
  - Vote: 3–0 (Aye)
  - **Result:** Motion carried
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### 5. New Business

- A. Interim Executive Director HR leveling.
- B. Interim Executive Director budget and recommendations for job posting.
- C. Suggested timeline for permanent Executive Director search.
- D. Executive Director RFP draft.



E. Overall recommendations to the board.

**Motion:** Move to strike items 5A to 5E.

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3-0 (Aye)
- **Result:** Motion carried

F. Potential additional meeting scheduling.

**Motion:** Move to schedule an additional meeting on May 13, 2026.

- Moved by: Tracy Fulce
  - Seconded by: Catie Huggins
  - Vote: 3–0 (Aye)
  - **Result:** Motion carried
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## **6. Executive Session**

**Motion:** Enter Executive Session at 6:43 PM (personnel matters)

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3–0 (Aye)
- **Result:** Motion carried

**Motion:** Exit Executive Session at 7:09 PM

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3–0 (Aye)
- **Result:** Motion carried

## **7. Adjournment**

A motion to adjourn the AdHoc Committee meeting was made by Trustee Tracy Fulce and seconded by Trustee Catie Huggins.

- **Vote:** 3–0 in favor
  - **Result:** Motion carried
  - **Time of adjournment:** 7:09 PM
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## **10. Submitted By**

Trustee Meghan Shea  
Evanston Public Library Board of Trustees