



**EVANSTON  
PUBLIC  
LIBRARY**

## **DEIB Committee Meeting**

### **Meeting Packet**

**May 12, 2026, at 6:30 pm**

**Main Library, Community Meeting Room**



## **DEIB Board Advisory Committee Meeting**

- **Date:** Tuesday, May 12, 2026
- **Time:** 6:30 PM
- **Location:** Main Library, Community Meeting Room (Room 107)

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.

- **Written Comments:** [Submit comments via the Online Form](#)
- **Note:** Written comments will be attached to the Board minutes and distributed to Trustees.

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 least 48 hours in advance of the meeting so that arrangements can be made.

- **Phone:** 847-448-8650
- **TDD/TTY:** 847-866-5095

### **Meeting Agenda**

1. **Call to Order:** Declaration of a quorum.
2. **Approval of virtual participation**
3. **Land Acknowledgment:** Formal recognition of ancestral lands.
4. **Citizen Comment:** Public session not to exceed 45 minutes.
5. **Staff Reports**
  - a. **Library Updates:** General organizational briefing.
  - b. **Finance and Budget Overview:** Review of current fiscal status.
6. **New Business**
  - a. **Committee Membership:** Discussion regarding appointments and member status.
7. **Old Business**
  - a. **DEIB Committee Bylaw Definition:** Review of language for the Diversity, Equity, Inclusion, and Belonging Committee bylaws. Discussion.
  - b. **Policy Review - Safety/Facilities:** Review of updated safety and facility usage policies. Hold for June discussion. Materials provided.
8. **Adjournment**

**Next Scheduled Meeting:** June 9, 2026, at 6:30 PM.



## **DEIB Board Advisory Committee Updates**

- Date: Tuesday, May 12, 2026
- Submitted by: Jill Skwerski

### **General updates**

- Director search update
  - Heather Norborg continues as Acting Interim Director
  - Board has formed an ad hoc committee to move forward with the interim search
    - Focus on securing leadership for the coming 12 months
    - RFP Development: Draft and issue a Request for Proposal (RFP) to identify and select a professional search firm for the *permanent* Executive Director position.
- Roof replacement project is underway. Pebbles have been removed from flat roof. Materials have been crane lifted to the roof and the replacement process has begun. Paid with funds from both COE & EPL via issuance of bonds.
- Facilities Manager position
  - New FM Marcos Levy began on 4/20/26.

### **Programming updates**

- **May is AAPI Heritage Month.** Featured on the website with accompanying events, resources, and book lists for all ages. A few planned events include:
  - Sci-Fi & Fantasy Book Club will be discussing *Invisible Planets*, a collection of Chinese sci-fi stories translated by Ken Liu. Wed., 5/6.
  - Visit to Willard School's AAPI celebration. Fri., 5/8
  - Author event: Bable-On with R.F. Kuang, part of the IL Libraries Present series. Tues., 5/19
  - Let's Learn and Sing in Japanese; ongoing children's program, Tues., 5/26
  - Better Off Read Book Club will be discussing *The Family Recipe* by Carolyn Huynh, Wed., 5/27
  - Library booth at the annual Umbrella Arts Festival. Fountain Square, Sat., 5/30
- **TODI Legal Clinic with CARPLS and Moran Center**
  - Held in April on two dates.

- Transfer on Death Instrument (TODI) allows a simple, cost-effective way to ensure that any real property is passed down to beneficiaries without probate.
- CARPLS prepares, notarizes, and records the TODI
- Goal to provide easy access to legal information
- Longstanding partnership with the Moran Center hosting legal clinics for general legal info, criminal and eviction expungement
- Other EPL legal programming includes monthly Law at the Library. Each Law at the Library program features a presentation on Zoom by an experienced attorney, followed by a brief question and answer session. This series is a partnership between the Chicago Bar Association, the Evanston Public Library, and the Chicago Public Library.
- **Summer Outreach**
  - Engagement Services team attends a variety of programs across the community to connect people with library information. Events include: WoW Kickoff, First Fridays, Connections (for the Homeless) Community Picnic, Fountain Square evening music events, Umbrella Arts Fest, Juneteenth celebration, Celebrating Our Roots, Touch-a-Truck at Elks w/COE, and many more.
  - Host pop-up booths including ability to make and renew library cards, give away free books to grow home libraries, citizen science projects that support pollinator gardens with sunflower and wildflower seeds, circulate air quality monitors and birdwatching kits.

### **DEIB Committee Bylaw Definition**

From *Bylaws of the Evanston Public Library, Amended March 18, 2026*

The **Diversity, Equity, Inclusion & Belonging Committee** shall collaborate with the Executive Director or designee to uphold diversity as a core value of the EPL. It supports the articulation of the desired facets of diversity, proposes appropriate goals for diversity regarding participation and programming goals, establishes metrics for measuring success, and advises on diversity issues in the library workplace. The seven-member Committee shall include at least two Trustees as appointed by the President. The Committee shall meet regularly and report its recommendations to the Board.

## **From Current EPL Facilities Policy:**

Amended March 18, 2026

### **Rules for Library Use**

The Library's rules are designed to promote the safety and security of the Library's patrons, staff and collections, and to ensure that the Library remains a space for everyone to read, work, study, connect and build community. If your circumstances make it difficult for you to comply with Library rules, please talk to our staff who may be able to connect you to helpful resources.

- Be respectful and do not interfere with other people using or working in the Library.
- Eat food or snacks in designated areas only. Beverages in covered containers are welcome anywhere.
- Alcohol, drugs, vaping, and smoking are not allowed.
- Service dogs individually trained to do work or perform tasks for people with disabilities are welcome. Pets are not allowed. (Refer to ADA guidance on service animals.)
- The Library is not responsible for unattended items.
- Children age 11 and older may be at the Library without a caregiver's supervision. (See unattended children below for more details)
- Don't solicit, petition, canvass, or sell on Library property.
- Don't use roller skates, roller blades, skateboards or other recreational mobile devices on Library property.
- Always wear shoes in the Library.

### **Suspension of Library Privileges**

The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permit the Library Board "To exclude from use of the library any person who willfully violates the rules prescribed by the board."

Library privileges may be suspended for the persistent and willful violation of the Library's posted rules and violations of the law.

## **Appeals of Administrative Decisions Concerning Facilities Use**

- Anyone who believes that they have been unfairly suspended or denied permission to use the meeting rooms, the bulletin boards, or other Library facilities or to distribute materials and is not satisfied by the decision made by the Library Director or designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

# EPL Operational Policies Revision DRAFT JUNE 2025

## Library Use Policies:

### Appropriate Library Use Policy

#### Rules for Appropriate Use

The Evanston Public Library is committed to maintaining a safe, welcoming, and respectful environment for all. To ensure this, the Library upholds all federal, state, and local laws, and expects all visitors to follow these guidelines.

These rules are designed to protect the safety of patrons, staff, and Library property—and to ensure everyone can enjoy a safe space to read, study, work, connect, and build community.

If you're experiencing challenges that make it difficult to follow these rules, please talk to a staff member. We may be able to connect you with supportive resources.

1. Be Respectful of Others - Do not disrupt others' ability to use or work in the Library. Disruptive behaviors include (but are not limited to):
  - Playing music or videos without headphones
  - Fighting, threatening, or endangering others
  - Bringing firearms or any dangerous weapons into the Library
  - Verbally or physically harassing or abusing others
  - Damaging, defacing, or stealing Library property or others' personal belongings
2. Food is allowed only in designated areas. Covered beverages are allowed throughout the Library.
3. Alcohol, drugs, smoking, and vaping are not allowed.
4. Only service animals trained to assist individuals with disabilities are permitted. Pets or other animals are not allowed.

5. Keep your personal belongings with you at all times. The Library is not responsible for lost or unattended items.
6. Children age 11 and up may use the Library without a caregiver (see the *Supervision of Children Policy*).
7. Soliciting, petitioning, canvassing, or selling on Library property is not permitted.
8. Recreational devices such as roller skates, roller blades, or skateboards may not be used on Library property.
9. Shoes must be worn at all times.

### **What Happens If Rules Are Violated**

Library staff will determine if behavior violates these rules. Serious or repeated violations may result in:

- Being asked to leave the Library
- Temporary or long-term loss of Library privileges
- Possible legal action

Thank you for helping keep the Evanston Public Library a safe and inclusive space for all.

# Patron Suspensions

## Suspension of Library Privileges

Under Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, the Library Board is authorized to exclude individuals who willfully violate library rules. Library privileges may be suspended for repeated or intentional rule violations or violations of the law.

## Initial Warning or Same-Day Exclusion

Patrons who violate library rules may first receive a verbal warning from staff. However, if the behavior poses a risk of harm to others or library property, staff may bypass the warning and ask the patron to leave immediately.

In most cases, staff will:

- Explain which rule was violated
- State the expected behavior
- Warn that continued misconduct may result in suspension

If the behavior persists or is significantly disruptive, the patron may be asked to leave the library for the rest of the day. Written notice is not required for same-day exclusions.

If a patron believes the action taken is unfair, they may request a manager or senior staff member to review the situation. That decision is final.

## Suspensions of One Day or Longer

Serious or repeated misconduct may result in longer suspensions—ranging from one full day to a year or more—depending on the nature of the offense. The safety supervisor or designated staff member may impose these suspensions.

During a suspension, the patron may not:

- Enter any library location
- Participate in library programs
- Contact staff (except the safety supervisor)
- Use online library spaces or call library staff

Violating the terms of a suspension—including trespassing or harassing staff—may lead to police involvement and possible legal action.

A written **Patron Suspension Notice** will be issued in person, if possible. This notice will include:

- The rule(s) violated
- The duration of the suspension
- Instructions for requesting a review by the Executive Director

### **Appealing a Suspension**

Patrons who wish to appeal a suspension may request a review by the Library's Executive Director. If unsatisfied with that decision, a written appeal may be submitted to the Library Board. The Executive Director will notify the appellant of the meeting date when the appeal will be considered.

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