Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Denia Hester, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro and Terry Soto.

Members Absent: None

Staff: Teri Campbell, Heather Norborg, and Wynn Shawver.

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was achieved at 6:33 pm.

Citizen Comment: None

Consent Agenda:
A. Approval of the Bills and Payroll and Minutes of the November 20, 2019 Board Meeting- Trustee Hays made the motion, Trustee Lurie seconded, and it was approved by voice vote.

Information/Communications: Together, We are the Library
A. Robert Crown Branch Library:
Assistant Director Teri Campbell reported that Robert Crown Community Center construction is advancing as planned thanks in large part to the cooperation of the weather. EPL move-in date will follow that of the Ice Rink, and was still being finalized. EPL will stage the arrival of shelving and circulation materials to coincide with the final opening schedule.

Equity, Diversity and Inclusion:
A. Joint Task Force:
Campbell provided an update on the internal EDI committee’s work to roll out equity training to all staff, and the external Racial Equity Task Force input on the draft equity statement, the proposed marketing video and marketing/events pertaining to the opening of Robert Crown branch.

Library Director’s Report (Distributed in Advanced):
Trustees had no questions regarding the Director’s Report. Trustee Goodman commented on the initial NEO mini-course program on Lincoln's Speeches. Trustee Goodman wondered whether we would stream future iterations. All patrons from the waitlist who came on the night of the event were granted entry due to registered patrons cancelling or not showing. Norborg explained that this is a mini-course led by the NU Emeritus organization and organized by Jeff Garrett. We could potentially stream, but would need permissions and better equipment.
Staff Reports:
A. Administrative Services:
Campbell provided an update with regard to hiring activity in Access, Development and Robert Crown; followed by an overview of revenue, investments and spending which are all within budget.

Board Reports: Trustees Lurie and Iles reminded the board that the annual Fund For Excellence campaign is underway and 100% giving participation by the board is encouraged.

Board Development: Trustee Hayman suggested that Trustees consider the Evanston Community Foundations’s 2020 Moving Forward - Nonprofit workshop series.

Unfinished Business: None

New Business:
A. Approval of Agreement with Mary Kling for Volunteer Management Services: The motion to approve agreement with Mary Kling for Volunteer Management Services at a cost of $22,330 effective January 1, 2020 was moved by Trustee Schapiro, seconded by Trustee Hayman and approved by a roll call vote.
B. Approval of the Cooperative Computer Services (CCS) Annual Agreement: The motion  

C. Approval of the Per Capita Grant Application: The motion to approve the Per Capita Grant application for the State of Illinois was moved by Trustee Schapiro, seconded by Trustee Goodman and approved by voice vote.
D. Siemens Building Automation yearly contract renewal: The motion to approve a three-year service and maintenance agreement with Siemens Building Tech for BAS at the main library January 1, 2020 through December 31, 2022 was moved by Trustee Schapiro, seconded by Trustee Patel and approved by a roll call vote.
E. Approval of the revised purchasing limits in conformance with Ordinance 129-O-19, Amending City Code Section 1-17-1 “Purchases of Goods and Services” The motion to adopt City Code Section 1-17-1 “Purchases of Goods and Services” and increase thresholds for Library Board approval to mirror the threshold requiring City Council approval (raised from $20,000 to $25,000) was moved by Trustee Hayman, seconded by Trustee Soto and approved by a roll call vote.
F. Closed Session- Review of Closed Session Minutes: The Trustees moved to convene a closed session with a motion made by Iles, seconded by Lurie and approved by voice vote. The motion to approve the release of the closed session minutes was moved by Trustee Patel, seconded by Trustee Schapiro and approved by voice vote.

Adjournment:
Motion to adjourn was made by Trustee Hays and seconded by Trustee Patel. Meeting adjourned at 7:08 pm.

Respectfully submitted by Kim Hegelund