



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
Wednesday, February 19, 2020  
6:00 P.M.  
Main Library, Falcon Room

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

**Members Absent:** None

**Staff:** Karen Danczak Lyons, Teri Campbell, John Devaney, Heather Norborg, Renee Neimeier, Jill Schacter, Tyler Works.

**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 6:30 pm.

**Citizen Comment:** None

**Consent Agenda:**

**A. Approval of the Bills and Payroll and Minutes of the January 15, 2020 Board Meeting-** Trustee Schapiro made the motion, Trustee Patel seconded, and it was approved by voice vote.

**Information/Communications: Together, We are the Library**

**A. Cardboard Carnival:**

Tyler Works (Innovation & Digital Literacy) introduced students who presented their winning entries for the Cardboard Carnival competition. The event was a collaborative effort between EPL I&DL, EvanStem, Family Focus, Metamedia, and NU graduate student engineers. The teenagers were tasked with creating games using sensors and motors.

**B. Robert Crown Community Center Branch Library:**

The RCCC branch will begin operations on February 29th with a soft opening to the public. Shelving and Open Plus are being installed; books will arrive this week; as will the chromebooks and laptops that will circulate. Multiple preview events with key partners and stakeholders will take place prior to the official opening on March 14th.

**Equity, Diversity and Inclusion:**

**A. Joint Task Force:**

Campbell provided an update on the internal EDI committee's racial equity training sessions and plans for All Staff Day. She spoke to the consistent voice of the external Racial Equity Task Force, and its emphasis on communicating with the underserved more directly, strategically and in Spanish.

**B. Report on 2019 EPL Efforts**

Director Lyons gave a brief overview of the written report, emphasizing the continued progress.

**Library Director's Report (Distributed in Advanced):**

Trustees posed no questions or comments regarding the Director's Report.

**Staff Reports:**

**A. Administrative Services:**

Campbell provided an update with regard to significant hiring activity due to the opening of the Robert Crown branch and vacancies resulting from some internal transfers. This was followed by an overview of revenue, investments and spending which are all within budget.

**B. Transition Procedures and Policy:**

Norborg and Neimeier gave an overview of the new policy intended to ease the adjustments that will be made to support employees who transition to a different gender, and answered questions posed by the Trustees. Upon motion made by Hayman, and seconded by Schapiro, the new policy and procedures were approved unanimously.

**C. 2019 Annual Report**

Schacter updated the board on the intent to bulk mail the 2019 annual report to all Evanston addresses to spread a thorough message to all stakeholders. EPL will create a Spanish version that will be strategically distributed.

**Board Reports:** None.

**Board Development:**

**A. ILA Legislative Meet-up**

Director Lyons conveyed an overall optimistic feel among legislators. Trustees in attendance took the opportunity to engage directly with legislators regarding what we are hearing from constituents as well as our operational and construction needs.

**B. Strategic Planning Retreat debrief**

Trustees were pleased with the discussion and initial steps toward updating the EPL strategic plan, and would like to continue a facilitated process within a reasonable timeline.

**C. Other**

Trustee Hayman noted that several Trustees have enrolled for various seminars that are part of the Evanston Community Foundation's 2020 Moving Forward - Nonprofit workshop series. IN addition, Trustees are invited to attend the YWCA Equity Summit scheduled for March 19th.

**Unfinished Business:** None.

**New Business:**

**A. Approval of 2019 Illinois Public Library Annual Report:** The motion to approve submission of the annual report to the State of Illinois was made by Trustee Schapiro, seconded by Trustee Hayman and approved unanimously by voice vote.

**B. Approval of design work for All Gender Restroom and Nursing Room:** The motion to execute a single-source agreement with Wight & Company for architectural and engineering services for the creation of an all-gender restroom and a family lounge in an amount not to exceed \$40,600 was made by Trustee Patel, seconded by Trustee Hays and approved unanimously by roll call vote.

**C. Closed Session- Personnel (Library Director):** The Trustees moved to convene a closed session with a motion made by Iles, seconded by Soto and approved by voice vote. The motion to move out of closed session was made by Schapiro, seconded by Patel at 8:37 pm.

**Adjournment:**

Motion to adjourn was made by Trustee Schapiro and seconded by Trustee Patel. Meeting adjourned at 8:38 pm.

Respectfully submitted by Teri Campbell