



**evanston**  
public  
library

**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, May 20, 2020**  
6:30 P.M.  
Remote Board Meeting

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

**Members Absent:** None

**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 6:32 pm.

**Citizen Comment:** None

The Board observed a moment of silence for Mustafa Cadet "Stan" Azeem, a member of the EPL family whose passing was not only felt by his work family here at the library, but the community as a whole. Interim Director Skwerski spoke to his memory: "A lot of us knew Stan, but I don't know that we all knew how deeply involved he was at the Library beyond his role as a security staff person. He was involved in the EDI (Equity, Diversity and Inclusion) Committee and training staff and leading us to the point of becoming a more equitable organization."

**Consent Agenda:**

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

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

- A. **Planning for Phased Reopening-** Interim Director Skwerski informed the Board that library administration is preparing to begin with curbside pickup at the Main Branch and incorporate curbside pickup at Robert Crown in the near future. Following Governor's Pritzker's phased reopening the library will begin to allow patrons into the building in phase four. Partnerships between IDHS, DCFS and the City of Evanston are being utilized to determine what services will be offered during this phase. Recommendations at this time include one-on-one appointments, computer sessions, and continued curbside checkout. In-person programming will be suspended until August 31, 2020.

**Equity, Diversity and Inclusion-**

- A. Assistant Director Campbell provided a report of the work undertaken virtually by the Racial Equity Task Force and the EDI Committee. The Racial Equity Task Force continues to advocate for action with regard to the newly released equity statement in the form of services that prioritize the underserved community with access and technical assistance to electronic resources, unemployment and food assistance and robust Spanish translation. The Task force also provided feedback on the planned implementation of temporary curbside service and eventual reopening, and agreed to spread news within their networks to expand our reach. The EDI committee continues to facilitate the study of the racial equity curriculum the organization is undertaking together and prepare for the next phase of training while pivoting to begin evaluation of our efforts. Jointly, the group holds EPL accountable to its stated intentions.

[Trustee Patel left the meeting.]

#### **Library Director's Report-**

- A. Interim Director Skwarski spoke in detail of the continued creativity staff has shown the community during this uncertain time. Virtual programming is more robust with each passing week. Miguel Ruiz published our Spanish language Newsletter sending it out to over 600 email addresses. Staff continue to provide support and engagement to task forces throughout Evanston. Caring calls are continuing to home daycares, housing authorities, and wifi hotspot users to gather information on what services are needed, where the library can fill gaps and what the community needs in terms of job force readiness and providing technology.

#### **Staff Reports-**

- A. **Administrative Services Report-** Assistant Director Campbell shared that Nancy Engel and Barbara Levie have retired. Fiscal outlook is cautiously optimistic: Revenue collection has reached 45% of budget projection, and expenditures 30% for the Operating Fund. Capital Fund expenditures are at 25% of budget.
- B. **Summer Reading Program-** Lifelong Learning & Literacy Manager Norborg introduced this year's virtual summer reading program, Dig Deeper, Read Explore Discover from June 1st to August 22nd. Participants may register online or over the phone, and complete the program when they have read for 30 days. Online programs, virtual summer camps, and online challenges will focus on the Dig Deeper themes. Kickoff event asking families to use sidewalk chalk to decorate, DIY activities encompassing the theme will be done. Continuing to develop and offer cross-promotion with area partners and organizations.

#### **Board Reports- None**

#### **Board Development- None**

#### **Unfinished Business**

- A. **Circulation Policy Updates-** Access Service Manager Longo asked for the Board to approve the proposed Fines Free Policy removing all overdue fines on materials

checked out at any Evanston Public Library Branch. Trustee Schapiro moved with Trustee Hayman seconded. This was approved unanimously by a roll call vote.

- B. Nominating Committee-** Trustees Goodman, Hayman and Hester have prepared a slate of candidates to put forward for approval at the June 17th Board meeting.

Nominees are:

President- Shawn Iles  
Vice President- Ruth Mays  
Treasurer- Ben Schapiro  
Secretary- Terry Soto

**New Business-**

- A. Library Closure May 22, 2020** The City of Evanston has requested savings from all unions amounting to 10 (ten) furlough days. All non-union full time employees will take furlough to achieve savings. AFSCME, the union representing the majority of EPLI staff has requested a citywide shutdown date. EPL administration proposes to comply with that request by closing on May 22, 2020. Staff who are not scheduled to work on that day will select a different work day within the same pay period to be furloughed. Trustee Schapiro motioned to approve the proposal and Trustee Hays seconded. Motion passed with a roll call vote, 7(seven) ayes, 1(one) nay.

**Executive Session-** The Board moved into Executive Session at 7:37pm by roll call vote.

The Board moved out of Executive Session by voice vote from President Iles and seconded by Trustee Hayman. Trustee Hayman moved for adjournment at 9:00pm, seconded by Trustee Lurie and approved unanimously by voice vote.

Respectfully submitted by:  
Kim Hegelund