



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 16, 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

Staff Present: Karen Danczak Lyons, Teri Campbell, John Devaney

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum: President Iles called the meeting to order when a quorum of Trustees was established at 6:32 p.m.

Citizen Comment: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the August 19, 2020 Board Meeting

Upon motion made by Trustee Lurie and seconded by Trustee Schapiro, the consent agenda was approved by unanimous roll call vote.

Public Hearing on the Fiscal Year 2021 Budget:

By unanimous roll call vote, the public hearing was opened and then closed with no participants.

Information/Communications: Together, We are the Library

A. Proclamation

President Iles read a Proclamation in honor of Constance Heneghan in recognition of her outstanding service celebrating her retirement from EPL after 33 years.

B. Summer Reading Program

Due to restricted operations as a safety measure against the pandemic, the summer reading program was publicized with limited direct engagement/outreach (usually the best recruitment tactic), 100% virtual programming and incentives. There were significantly less participants and completions. The detailed report is included in the agenda packet.

C. October All Staff day (Update)

Plans are being finalized for staff training that will focus on the racial equity work that staff have undertaken all year and its implications for the work of the library, as well as operational changes due to the pandemic. The library will be closed on October 22nd for the training and Trustees are welcome to participate.

Equity, Diversity and Inclusion: Joint Task Force (update)

Campbell provided an update on the Racial Equity Task Force's last meeting in which budget and hiring priorities were discussed in light of Covid19 impacts on operations

and services. She reiterated that the training scheduled to occur on All Staff Day was being finalized by internal EDI committee members.

Library Director's Report:

Executive Director Danczak Lyons highlighted services, virtual programs and community engagement, and answered questions regarding the expansion of service hours beginning in October.

Staff Report:

A. Administrative Services Report

Campbell noted the restart of hiring for vacancies, and the slowed collection of property tax revenue. Expenditures were slowed in anticipation in order to keep the organization on budget. Staff work to vacate the north and south branches per the board directive. Staff revisit and fine tune safety protocols and scripts to incorporate updated health information and meet rising needs in the community.

Board Report/Development:

State Per Capita Grant Requirements - The State of Illinois has not published the requirements for the next round of Per Capita grants which is not typical.

Unfinished Business:

A. Strategic Planning Proposal

Trustee Patel moved and Trustee Schapiro seconded the motion to approve the sole source contract with Library Strategies after final terms are negotiated with a "not to exceed" total of \$30,750 to be paid in 2020 and 2021 as this engagement will be initiated this year and concluded in 2021. Funding for the Strategic Plan will be included in the consulting services line in both the 2020 and 2021 operating budgets. Funding included in the 2020 budget is \$18,750 and proposed in the 2021 operating budget at \$12,000. The motion was carried by unanimous roll call vote.

New Business: No new business was discussed.

The motion to move into Executive Session was made by President Iles, seconded by Trustee Hays, and approved by roll call vote.

Executive Session:

A. Closed Session – Personnel (Library Director Evaluation and Contract)

The motion to end the Executive Session was made by Trustee Patel, seconded by Trustee Lurie, and approved by roll call vote.

Trustee Schapiro moved, and Trustee Patel seconded the motion to approve the salary issue decided in the Executive Session. The roll call vote was unanimous.

Adjournment:

The motion to adjourn was made by Trustee Lurie and seconded by Trustee Patel and approved by roll call vote. Meeting adjourned at 8:45 p.m.

Submitted by Terry Soto/Teri Campbell