MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
October 17, 2017

CALL TO ORDER
Board President Edward J. Barry, Jr. called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:06 p.m. This regular meeting was held in the Hot Air Balloon Room of Lincoln Branch, 1312 West Lincoln, Peoria, Illinois.

PLEDGE OF ALLEGIANCE
The President requested that all those who are able to please stand and join him in saying the Pledge of Allegiance.

ROLL CALL
Board Members Present: Edward J. Barry, Jr., Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, and Barbara Van Auken
Board Members Absent: Patricia A. Barton, Stephen M. Buck, and Jeanne Williamson
Library Staff Present: Liza Hickey, Manager of Technical Services; Alyce Jackson, Manager of Programming; Leann Johnson, Executive Director; Roberta Koscielski, Deputy Director; Teri Miller; Manager of Outreach Services; Trisha Noack, Manager of Public Relations; Jenny Sevier, Manager of Reference Services; and Cynthia Smith, Manager of Lincoln Branch
Others Present: Linda E. Daley

CORRESPONDENCE TO THE BOARD
Correspondence was passed among Board members.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2017-107: Request to Approve Minutes as listed below:
   1. Minutes of the Building Committee meeting of June 15, 2017
   2. Minutes of the Community Relations Committee meeting of September 5, 2017
   3. Minutes of the Finance Committee meeting of September 15, 2017
   4. Minutes of the Regular Board meeting of September 19, 2017

B. #2017-108: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending September 20, 2017 $ 144,592.90
   2. Regular Expenditures for October 2017 $ 390,276.24
   3. Capital Development Fund Expenditure for October 2017 $ 935.00
C. #2017-109: Request of the Executive Director to Approve Personnel Actions for the period ending October 13, 2017

D. #2017-110: Finance Report from the Executive Director for the month of September 2017 with Request to Receive and File

E. #2017-111: Library Use Statistics from the Executive Director for the month of September 2017 with Request to Receive and File

Mr. Barry asked Board members if they wished to have any of the Consent Agenda items removed for further discussion. Hearing none, a motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve Consent Agenda items #2017-107 through #2017-111 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. #2017-112: Recommendation from the Administration to Adopt revised Peoria Public Library Bylaws
Leann noted that this revision reflects the merged committees as well as the title change from “Library Director” to “Executive Director” and the wording change from “customers” to “patrons.” A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve the recommendation to adopt the revised Peoria Public Library Bylaws as presented. Motion carried by viva voce vote.

B. #2017-113: Recommendation from the Administration to Adopt the revised Peoria Public Library Circulation Policy Manual
Leann noted that this revision makes both teacher cards and student cards expire at the same time and makes them valid year-round from August 1 through August 15 of the following year. She added that this revision also includes the recent policy change that patrons must use their library card or a digital image of the barcode to check out library materials. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve the recommendation to adopt the revised Peoria Public Library Circulation Policy Manual as presented. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR
A. Upcoming Programming and Exhibits
Leann reported that as part of the Midwest Society for Photographic Education Conference Gallery Crawl last Friday evening, Peoria Public Library hosted a reception for “Views Removed” by Dana Fritz, professor of photography at University of Nebraska – Lincoln and “Water — The Midwest SPE Juried Student Members Exhibition.” During this 90-minute reception, 170 people came through our Gallery. Leann also reminded Board members that programming planned by Roberta and Trisha related to “The Vietnam War” PBS documentary will be held in October, November, and December.

B. Staff Day - AEDs
Leann reported that last Thursday, we received our donation of six AEDs from Advanced Medical Transport. She added that representatives from AMT trained 86 Library staff members on the use of the AEDs as well as Hands Only CPR at our Staff Day last Monday.

C. Little Golden Books
Leann reported that there were around 60 people at the September 30 Picnic with the Poky Little Puppy and the presentation by authors Leonard S. Marcus and Diane Muldrow in honor of the 75th anniversary of Little Golden Books. She added that the display of Little Golden Books and related items from the collection of Rick Everetts continues in the Wheeler Case at Main Library during the month of October.

D. Holiday Party on December 11
Leann announced that the annual Holiday Party will be held on Monday, December 11 from 2:00 to 5:00 p.m. at Main Library in the Auditorium. All Board members are invited to attend.

E. Other
None

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin reported on the following items from the October Friends Board meeting. More detail was provided in her report that was distributed to Board members.

- Four funding requests received this month from the Executive Director’s Office included $150 for 50 to 60 bookbags to be awarded as high-level prizes for the “1,000 Books Before Kindergarten” program coordinated by Katy Bauml of Lakeview Branch.

- National Friends of Libraries Week is October 15 – 21, 2017. To thank our Friends organization, Peoria Public Library has created several hundred bookmarks to be distributed as books are checked out. These bookmarks may help promote awareness of Friends and the opportunity to buy used books, plus encourage Friends membership.

- It was suggested that someone from Friends give a brief talk before Book Club meetings at our Library facilities to introduce and promote Friends.

- October 31st is the end of the Friends’ calendar year. At the Annual Meeting on November 8, 2017, New Business will include the election of a Board of Directors for next year.

Mr. Barry encouraged Board members to attend the Friends Annual Meeting on November 8 at 4:00 p.m. and to join the Friends of Peoria Public Library.

Mr. Barry welcomed President/Vice President/Building Committee Chair Emeritus Linda Daley to the meeting.
COMMITTEE REPORTS (alphabetical listing of committee reports follow the agenda)
The Executive, Nominating/Appeals, and Personnel/Negotiations committees did not have a report.

A. Building/Long-Range Planning Committee
   1. Report of the meeting of October 12, 2017
      Committee Chair Margaret Cousin reported that the two-acre prairie burn at North Branch is being coordinated, and it is still to be determined whether or not the State can process the application fast enough to occur yet this fall. A certified burn manager is required by our insurance carrier and Nelson Land Management has submitted an estimate of $1,060 to (1) apply for City of Peoria/IL EPA permits and (2) conduct the prescribed burn. For projects under $5,000, Leann does not need a full Board vote. The Building Committee approved the Nelson prairie burn quote.

      Mrs. Cousin reported that of the 86 emergency lights at North Branch, 36 have batteries that do not recharge anymore. It will cost $300 to $350 to replace each light, for a total of around $12,000 for the 36 which are no longer working. Leann will add emergency lighting to the Capital Development Fund five-year plan.

      Mrs. Cousin added that, regarding HVAC upgrades, we made it through the first set of budget discussions at a special City Council meeting last week. There will be another such Council session next week and we will be communicating with Mayor Ardis and Mr. Urich before then.

   2. #2017-114: Recommendation of the Committee to Furnish and Replace Fire Protection Sprinkler Heads at Main Library
      Margaret Cousin reported that the 525 fire protection sprinkler heads at Main Library are 50 years old and no longer meet fire code. This issue must be addressed by the end of the calendar year and is a planned project funded by the 2017 Capital Development Fund. A bid process and walk-through were conducted, and PIPCO submitted the low bid of $25,700. This includes removal, disposal, and after-hours retrofit work in public areas and certain third-floor areas, with the system coming back online each morning. A motion was made as a recommendation of the Building Committee, seconded by Lucy Gulley, to accept the low bid from PIPCO of $25,700 to furnish and replace Main Library’s sprinkler heads as presented. Motion carried by viva voce vote.

B. Community Relations Committee
   1. Report of the meeting of October 3, 2017
      Committee Chair Barbara Van Auken reported on the following items:
      - Roberta had reported that the Library was chosen as one of 50 libraries in the country to receive a grant to do programming related to “The Vietnam War” PBS documentary and so programs will occur in October, November, and December.
      - Roberta was invited to Illinois Humanities in Chicago to provide feedback to representatives from the National Endowment for the Humanities on how Illinois
Humanities works with Illinois partners to encourage community conversations about important societal issues.

- Trisha Noack participated in a meeting in Washington, D.C. of the libraries that hosted the Exploring Human Origins exhibit. Seventeen of the 19 libraries that hosted the exhibit reported on what happened in their communities during and after the exhibit.
- Mr. Barry and Tom Menger will coordinate with Tim Hartneck and possibly Bill Ordaz of Central Illinois Landmarks Foundation to discuss how to handle and preserve CILF documents in storage at Main Library.
- Norm Burdick has provided 145 books for the Little Free Library at CityLink, with 100 children’s books donated by Tiffanie Duncan. Cathy Curtis restocks the unit at the Civic Center with mostly adult books. Alyce Jackson is working with Junction City to place a unit there.

D. Finance Committee

1. Report of the meeting of October 16, 2017
   Committee Vice Chair Barbara Van Auken reported that the Finance Committee met for the purpose of reviewing and approving the 2018-2019 operating budget and the Capital Development Fund five-year plan. She noted that the operating budget is flat for the next two years at $7,400,234. She also drew Board members’ attention to the updated final Capital Development Fund 2017-2021 plan at their places.

2. #2017-115: Approve the 2018-2019 Operating Budget
   A motion was made as a recommendation from the Finance Committee, seconded by Norm Burdick, to approve the 2018-2019 operating budget as presented. Motion carried by viva voce vote.

3. #2017-116: Approve the Capital Development Fund Five-Year Plan
   A motion was made as a recommendation from the Finance Committee, seconded by Norm Burdick, to approve the Capital Development Fund five-year plan as presented. Motion carried by viva voce vote.

F. Personnel/Negotiations Committee

1. Report of the meeting of October 4, 2017
   Mr. Barry noted that this item would be discussed in Executive Session.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
A motion was made by Margaret Cousin, seconded by Tiffanie Duncan, to move into Executive Session at 5:45 p.m. for the purpose of discussing personnel matters (5ILCS 120/2(c)(1)). Motion carried by viva voce vote.
RETURN FROM EXECUTIVE SESSION
The Board returned to Regular Session at 5:53 p.m. and the following action was taken:
A motion was made by Norm Burdick, seconded by Margaret Cousin, to accept the retirement letter dated September 29 as submitted by Leann Johnson. Motion carried by viva voce vote.

AGENDA BUILDING
Mr. Barry referred to an article titled “Unsheltered, but Not Unserved” which appears in the October issue of the ILA Reporter. He suggested that the Board should receive a recap of what the Library is doing as part of Continuum of Care, training staff on symptoms and responses to drug overdoses, and how we treat homeless patrons.

Mr. Burdick suggested a discussion on the topic of forming a Peoria Public Library foundation.

#2017-120: ADJOURNMENT
A motion was made by Barbara Van Auken, seconded by Margaret Cousin, that this meeting be adjourned at 5:56 p.m. Motion carried.

Lucy D. Gulley, Secretary
Board of Library Trustees
Peoria Public Library