CALL TO ORDER
Board Vice President Margaret E. Cousin called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:00 p.m. This Annual meeting was held in the Lower Level 2 Conference Room of Main Library, 107 Northeast Monroe, Peoria, Illinois.

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

ROLL CALL
Board Members Present: Patricia A. Barton, Stephen M. Buck, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, and Jeanne Williamson
Board Members Absent: Edward J. Barry, Jr. and Barbara Van Auken
Library Staff Present: Carolyn Conklin, Reference Services; Kris Holden, Finance and Budget Coordinator; Alyce Jackson, Manager of Programming; Leann Johnson, Executive Director; Roberta Koscielski, Deputy Director; and Jenny Sevier, Manager of Reference Services
Others Present: None

CORRESPONDENCE TO THE BOARD
Board Vice President Margaret Cousin passed the correspondence folder among the Board members, noting that it contained some information about the decades of long and successful collaboration with ROE Literacy, formerly known as Project UPWARD.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2018-01: Request to Approve Minutes as listed below:
   1. Minutes of the Finance Committee meeting of October 16, 2017
   2. Minutes of the Regular Board meeting of December 19, 2017
   3. Minutes of the Regular Board meeting Executive Session of December 19, 2017

B. #2018-02: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending December 20, 2017 $ 147,310.88
   2. Payroll, Attendance Bonuses, December 31, 2017 $ 4,450.00
   3. Payroll for Period Ending January 5, 2018 $ 148,039.50
4. Regular Expenditures for January 2018 $ 164,905.24
5. 2017 Obligated Funds for January 2018 $ 87,559.95
6. Capital Development Fund Expenditures for January 2018 $ 8,189.60

C. #2018-03: Request of the Executive Director to Approve Personnel Actions for the period ending January 12, 2018

D. #2018-04: Finance Report from the Executive Director for the month of December 2017 with Request to Receive and File

E. #2018-05: Library Use Statistics from the Executive Director for the month of December 2017 with Request to Receive and File

F. #2018-06: Establish dates and times for 2018 Regular Board of Library Trustees meetings

G. #2018-07: Affirm Committee Assignments

Mrs. Cousin 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 Pat Barton, seconded by Norm Burdick, to approve Consent Agenda items #2018-01 through #2018-07 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. #2018-08: Request from the Administration to Adopt a revised Meeting Room Policy
Leann noted that the only recommended update to this policy since the first reading is changing the last sentence of the first paragraph under “Reservations” to read, “Same day reservations can only be made with a staff member at the location where the User is requesting a room.” A motion was made by Norm Burdick, seconded by Lucy Gulley, to adopt item #2018-08 as presented. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR
1. Upcoming Programming and Exhibits
Leann noted that author Caroline Fraser will speak about her new book, *Prairie Fires: The American Dreams of Laura Ingalls Wilder*, on February 22 at 6:00 p.m. at North Branch. This program is sponsored by the Friends of Peoria Public Library. “Peoria Speaks,” the new monthly discussion group funded by Illinois Humanities, begins on February 8 at 6:00 p.m. at North Branch. This month’s topic is Human Trafficking and Carol Merna, Executive Director at The Center for Prevention of Abuse, will provide information about the topic ahead of the discussion. The 1000 Books Before Kindergarten program has 100 children participating so far. To celebrate this milestone, a random drawing will be held and one winner will receive a small prize.
2. Oath of Office
Leann asked each Board member to read and sign the Oath of Office form at their place and pass it to Lucy Gulley for her signature. These signed forms are filed in the Administrative Office.

3. Annual Library Certification
Leann reported that the Annual Library Certification has been submitted. The submission of this certification is required of all library system members in order to qualify for continuing system services and grants programs from the Illinois State Library.

4. Other
Leann reminded Board members that there will be a walkthrough of the HVAC system tomorrow morning with potential respondents to the RFQ for engineering services to do the design. The responses are due on January 24. The RFQ was posted in the Journal Star as a legal notice and it was also posted on the City of Peoria website.

Leann reported that the Library is working with Peoria Riverfront Museum on their Bicentennial exhibit which runs from February through June. They will insure and display the Library’s document with an original signature of Abraham Lincoln. They will also display some of the Library’s autographed Philip Jose Farmer books. Reference Assistants Chris Farris and Mary Spengler are creating a timeline of quirky Peoria history.

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

- There was one funding request this month: $5,000 for children’s programming in 2018. Alyce also previewed an upcoming March 2 party at Lincoln Branch to commemorate Dr. Seuss’ birthday, to include interactive games, crafts, storytimes, and more. Invitations have already been sent out, and there have been 270 responses back to-date. Funds being held by Friends in honor of Kathleen Powers Ditewig will go towards underwriting this event.
- The spring semi-annual book sale will be held on March 9 and 10.
- The Friends continue to advertise more. At Edward Barry’s recommendation, Friends are using CEFCU as a free conduit via their monthly statement inserts which spotlight not-for-profits. Dorothy Noirot is pursuing this. These inserts reach around 35,000 households with zip codes selected by Friends. Friends will absorb the paper and printing costs for these little flyers.

COMMITTEE REPORTS (alphabetical listing of committee reports follow the agenda)
The Building/Long-Range Planning, Community Relations, Executive, and Nominating/Appeals committees did not have a report.
D. Finance Committee
   1. Report of the meeting of January 9, 2018
      Chairman Stephen Buck reported that the City Council approved $1.5 million in its 2018-
      2019 biennial budget for Main Library’s HVAC project. An additional $250,000 will
      come from the Library’s own Capital Development Fund. Mr. Buck noted that the
      Capital Development Fund should be in good shape going forward. The search firm for
      the new Executive Director will be paid out of the Gifts & Memorials Fund. Upcoming
digitization will also be paid for out of the Gifts & Memorials Fund.

F. Personnel/Negotiations Committee
   1. Report of the meeting of January 2, 2018
      Committee Chair Jeanne Williamson reported that the next meeting of the committee will
      be on January 23 for the purpose of updating the Executive Director job description.
   2. #2018-09: Recommend to Approve John Keister & Associates LLC for the search for the
      Executive Director not to exceed the amount of $19,500
      A motion was made by Stephen Buck as a recommendation of the Personnel/Negotiations
      Committee, seconded by Lucy Gulley, to approve John Keister & Associates LLC as the
      search firm for the Executive Director position in the amount not to exceed $19,500.
      Motion carried by viva voce vote. A first payment of $6,500 will be sent to him along
      with the signed contract. Mr. Keister will meet with the Management Team and Board
      members one day next week.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
None

AGENDA BUILDING
None

#2018-12: ADJOURNMENT
A motion was made by Lucy Gulley, seconded by Tiffanie Duncan, that this meeting be
adjourned at 5:26 p.m. Motion carried.

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