

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
November 17, 2020

CALL TO ORDER

Board President Lucy Gulley called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:30 p.m. This Regular meeting was held in via Zoom.

PLEDGE OF ALLEGIANCE

Because this meeting was held via Zoom, the President dispensed with the reciting of the Pledge of Allegiance.

ROLL CALL

Board Members Present: Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Arun Pinto, Vivian Rutherford, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Dr. Mandar Pattekar

Library Staff Present: Chris Farris, Reference Assistant; Jennifer Davis, Manager of Public Relations; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Beverly McClaskey, Library Assistant; Teri Miller, Manager of Outreach; Liesl Prentice, Librarian; Jenny Sevier, Manager of Reference Services; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director

Others Present: None

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting. Barbara Van Auken gave kudos to Reference Assistant Amber Lowery who went above and beyond in following up on and responding to multiple genealogy research requests from a patron in Georgia.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2020-117: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee meeting of October 6, 2020
2. Minutes of the Personnel/Negotiations Committee meeting of October 15, 2020
3. Minutes of the Personnel/Negotiations Committee Executive Session of October 15, 2020
4. Minutes of the Regular Board meeting of October 20, 2020

- B. #2020-118: Request to Approve Expenditures as listed below:
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|---|--------------|
| 1. Payroll for Period Ending October 17, 2020 | \$126,030.85 |
| 2. Payroll for Period Ending October 31, 2020 | \$126,560.45 |
| 3. Regular Expenditures for October 2020 | \$206,647.16 |
- C. #2020-119: Request of the Executive Director to Approve Personnel Actions for the period ending November 13, 2020
- D. #2020-120: Finance Report from the Executive Director for the month of October 2020 with Request to Receive and File
- E. #2020-121: Library Use Statistics from the Executive Director for the month of October 2020 with Request to Receive and File
- F. #2020-122: Affirm Committee Assignments
- G. #2020-123: Recommendation from the Administration for the Approval of Holidays and Closings for 2021-2022

Mrs. Gulley asked Board members if they wished to have any Consent Agenda items removed for further discussion. Hearing none, a motion was made by Barbara Van Auken, seconded by Dr. Arun Pinto, to approve Consent Agenda items #2020-117 through #2020-123 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

- A. #2020-124: Recommendation from the Administration to Adopt a Revised Interlibrary Loan Policy
A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to approve the revised Interlibrary Loan Policy as presented. Motion carried by viva voce vote.
- B. #2020-127: Recommendation from the Administration to Authorize the Expenditure of \$28,644 from the Capital Development Fund for the Purchase of a 2021 Ford F-250 4X4 Truck
A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to authorize the expenditure of \$28,644 from the Capital Development Fund for the purchase of a 2021 Ford F-250 4X4 truck as presented. Motion carried by viva voce vote.
- C. #2020-128: Recommendation from the Administration to Approve Peoria Public Library's Annual Insurance Renewal with LIRA (Libraries of Illinois Risk Agency) in the amount of \$115,727
A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to approve the Library's annual insurance renewal with LIRA in the amount of \$115,727. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR

A. Upcoming Programming and Exhibits

The monthly programming report was provided in the Board packet.

B. COVID Update

Randall reported that he spoke to Barbara Van Auken and Lucy Gulley today and an Executive Committee meeting is scheduled for Thursday evening to discuss the Library's COVID response. He said that he will email Board members after this meeting.

C. Annual Insurance Walkthrough

Randall reported that he and Jay Furniss met with Tracey Lesiak from Gallagher Insurance to conduct the annual insurance walkthrough. Ms. Lesiak walked through Main Library, both public and staff areas, looking for potential hazards. The review presented a good opportunity to look for improvements. There were some small fixes needed, but the review revealed no significant issues.

D. Lincoln Branch Roof Completed

Randall reported that he and Jay also had the final walkthrough of the Lincoln Branch roof repairs. The work looked good and is complete.

E. Staff Years of Service Awards

Randall reported that he and Roberta went to North Branch and Lincoln Branch this month to hand out years of service awards to three staff members. We normally award these at our annual Staff Day, but we had to cancel that gathering this year. At North Branch, we recognized Teri Miller for 35 years of service to the Library, and, at Lincoln Branch, we recognized Lorine Williams for 15 years of service and Marissa Youngman for 5 years. Randall thanked the Staff Day Committee of Alyce Jackson, Jenny Sevier, and Karla Wilkinson for arranging for the awards.

F. Website Update

Randall reported that Jenni Davis and Laura Fehr have been hard at work on the website. They have been rewriting significant portions of the website copy and taking a look at what kinds of information need to be included in the next iteration. Jeanne Williamson added a thank you for the Friends for their donation toward the updated website.

G. Contract Negotiations

Randall reported that contract negotiations are ongoing. The first mediation session was held yesterday.

H. Voting at the Library

Randall reported that we hosted early voting at Main Library and were a polling place on Election Day at North Branch. We had a steady flow of traffic at both locations and everything ran smoothly.

I. Personnel/Negotiations Committee Met to Discuss Grievances

Randall reported that the Personnel Committee met on November 9 to discuss two grievances and will be meeting again about them following tonight's Board meeting.

J. Insurance Renewal Quote

Randall noted that the building insurance renewal quote was approved earlier in this meeting.

K. Circulation and Visitor Counts

Randall reported that the circulation total for October 2019 versus October 2020 is down 28% and the visitor count is down 76%. Both have decreased due to library use being restricted to short visits for picking up materials and people electing to limit their time in public spaces. Downloads of digital videos, audio books, books and songs are up 34% over that same time period.

L. Other

Randall noted that the Executive Committee will meet on November 19 and the Strategic Planning Committee will meet on November 24.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY

Margaret Cousin reported that the Friends Liaison Report for November 2020 as well as the Friends Annual Report for 2019/2020 is included in the November Board Packet. She encouraged Board members to call, email, or text her with any questions. The Friends made over \$52,000 this year and gave over \$50,000 to Peoria Public Library, not counting \$5,000 toward updating the Library website. The Friends will be getting 25,000 to 40,000 books from the Peoria Park District by April. No assistance from Library staff will be needed in the transport of these books.

COMMITTEE REPORTS (alphabetical listing of committee reports follow the agenda)

The Building, Executive, Nominating/Appeals, and Strategic Planning Committees did not have a report.

B. Community Relations Committee

1. Report of the meeting of November 10, 2020

Committee Chair Barbara Van Auken reported that the Peoria Garden Club will fill a planter that will be located in the back-patio area of North Branch. She added that the new website, which will be totally redesigned from the ground up, should be finished in early 2021. The old website had 264 pages, so the rebuilding of it is slow going.

2. #2020-129: Recommendation from the Community Relations Committee to Approve Fundraising Ideas Submitted by the Fundraising Subcommittee
Barbara Van Auken described fundraising ideas recommended by the Fundraising Subcommittee including bookmarks in honor of events, sponsored book shelves, adopt-a-book, and monetary donations. A motion was made by Jeanne Williamson, seconded by Margaret Cousin, to approve the four fundraising projects to begin the first of the year as presented. Motion carried by viva voce vote.

D. Finance Committee

1. #2020-125: Amend the 2020 Budget
Randall reported that the operating budget is amended twice a year to account for expenditures from the Capital Development Fund, Gifts & Memorials Account, and Grants throughout the year. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approved the amendments to the 2020 operating budget in the amount of \$93,626 as presented. Motion carried by viva voce vote.
2. #2020-126: Approval of the 2021 Budget
Randall reported that the 2021 budget draft showing a total of \$7,053,263 matches anticipated revenue for 2021. He noted that some budget lines may very well change as the budget is very fluid at this time and a future committee meeting will be held to look at the effects of negotiations on the budget. Finance Committee Chair Stephen Buck noted that the Finance Committee will review all versions of the 2021 budget at their next meeting. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve 2021 Budget Draft Version 4 as presented. Motion carried by viva voce vote.

F. Personnel/Negotiations Committee

1. Report of the meeting of November 9, 2020
Committee Chair Tiffanie Duncan reported that the committee met on November 9 to discuss two Step 3 grievances. A non-precedential, non-binding resolution will be presented on one of them and a written decision will be provided on the other.

PRESENTATION BY AUDIENCE

Chris Farris identified himself as a twenty-year Reference Assistant at Peoria Public Library but indicated he was not speaking as a Library employee but rather representing the AFSCME Negotiations Committee. He said that the negotiations teams didn't meet for a while due to COVID this year, but while the wheels moved pretty smoothly in past negotiations they are not moving as smoothly this year, maybe because of communication. He said that perhaps the Board has not heard that AFSCME is asking for a two-year contract costing \$65,000 each year. He noted that \$200,000 has recently been discovered that was allocated originally in the healthcare line of the budget and freed up. He said that the pay increase proposed by the AFSCME Negotiations team is not even what the employees deserve. He said that a typical twenty-year veteran Library Assistant making around \$36,000 per year would see an approximately \$90 per month pay increase.

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Jeanne Williamson, seconded by Dr. Arun Pinto, to adjourn this meeting at 6:18 p.m.

Tiffanie Duncan, Secretary
Board of Library Trustees
Peoria Public Library