

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
February 15, 2022

CALL TO ORDER

Board President Stephen Buck 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 the Lower Level 2 Conference Room at Main Library, 107 NE Monroe, 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: Ruth Bittner, Stephen M. Buck, Margaret E. Cousin, Lucy D. Gulley, Cathie Neumiller, Roberta Parks, and Melissa Whitney

Board Members Present Via Conference Phone: Barbara Van Auken

Board Members Absent: Tiffanie S. Duncan

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Chris Farris, Reference Assistant; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; and Randall Yelverton, Executive Director

Others Present: None

A motion was made by Roberta Parks, seconded by Margaret Cousin, to approve the attendance at this meeting via conference phone of Barbara Van Auken because of illness or disability. Motion carried unanimously.

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting and the folder of correspondence items was passed around for Board member review at this meeting. Mr. Buck pointed out the recent *Journal Star* article, "A Real-Life Time Machine: These Facebook Pages Serve Slices of Peoria Nostalgia" featuring Reference Assistant Chris Farris; a thank you note to Lakeview Branch from a member of the Lakeview Branch Teen Advisory Board and contributing writer and editor of the Lakeview Ledger; and compliments from Peoria Public Schools and a participant in our new yoga programming at Main Library.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2022-18: Request to Approve Minutes as listed below:

1. Minutes of the Building Committee meeting of August 16, 2021

2. Minutes of the Regular Board meeting of January 18, 2022
3. Minutes of the Regular Board meeting Executive Session of January 18, 2022

B. #2022-19: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending January 22, 2022 | \$128,712.91 |
| 2. Payroll for Period Ending February 5, 2022 | \$149,255.00 |
| 3. Regular Expenditures for February 2022 | \$149,463.23 |
| 4. 2021 Obligated Fund Expenditures for February 2022 | \$ 26,789.06 |
| 5. Capital Development Fund Expenditures for February 2022 | \$ 16,308.56 |

C. #2022-20: Request of the Executive Director to Approve Personnel Actions for the period ending February 11, 2022

D. #2022-21: Request of the Executive Director to Receive and File Finance Report for the month of January 2022

E. #2022-22: Request of the Executive Director to Receive and File Library Use Statistics for the month of January 2022

F. #2022-23: Affirm Committee Assignments

A motion was made by Roberta Parks, seconded by Margaret Cousin, to approve Consent Agenda items #2022-18 through #2022-23 as presented. Motion passed unanimously.

OTHER ACTION ITEMS

A. #2022-24: Recommendation from the Administration to Adopt Revised Dress Guidelines
Randall noted that three changes had been made since the first reading review. The sentence “Styles dictated by religion and ethnicity will be respected and are not intended to be restricted by this policy” has been moved up toward the beginning of the document as suggested. The sentences “Hair should be neat and clean” and “Fragranced products can also include laundry detergents, fabric softeners, and scent boosters” have also been added to appropriate sections of the document. A motion was made by Barbara Van Auken, seconded by Roberta Parks, to adopt the revised Dress Guidelines as presented. Motion carried unanimously.

B. #2022-25: Recommendation from the Administration to Adopt a Revised Public Access Computer and Internet Policy
Randall noted that no changes have been made to this document since the first reading review. A motion was made by Roberta Parks, seconded by Margaret Cousin, to adopt the revised Public Access Computer and Internet Policy as presented. Motion carried unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

A. Upcoming Programming and Exhibits

The February programming report was provided in the Board packet. The Wil Haygood program has been moved to Sunday, April 10.

B. COVID Procedures

Randall reported that COVID procedures continue at all our library locations and masks are still required.

C. Weather Closures

Randall reported that due to substantial snowfall, all Peoria Public Library locations were closed on February 2 and 3.

D. ILA Legislative Meet-up

Randall reported that on January 28, the Illinois Library Association held its Central Illinois Legislative Meet-up and many of the efforts and programs of Peoria Public Library were mentioned throughout the presentation to legislators and their aides.

E. Media Appearances

Randall reported that Peoria Public Library had great media coverage this month and he included a list of them in his cover memo to the Board.

F. Media Literacy

Randall reported that media literacy programming continues to be offered by the library.

G. Artist in Residence

Roberta described the collaboration between Peoria Public Library and Delta Kappa Gamma Nu Chapter which has led to the funding of a grant project called "Make Art Your Superpower!" Coordinated by McClure Branch Manager Sarah Couri, this project will enhance students' positive creative skills through an artist-in-residence program featuring local artists who will informally teach students at the branch, provide formal learning in a monthly library program, and work closely with community organizations that serve young people to formally teach kids and teens in the community.

H. McClure Branch Lift Project

Randall reported that the bid process and opening for the McClure Branch lift project are complete. The approval of a bid will occur as part of the report of the Building Committee.

I. Open Management Positions

Randall reported that interviews will soon be set up for the open Facilities Manager position. Application for the Deputy Director position are due by February 16.

J. Big Picture Peoria Public Library

Randall reported that we will be working with Big Picture Peoria to display pictures of prominent Peorians on the exterior of some of the Main Library windows. He noted that from the inside, people would not know that the portraits are there. The portraits will be affixed to the windows in the spring.

K. Required Annual Reports

Randall reported that the annual ILLINET survey, Library Certification, and Per Capita grant application have all been submitted.

L. Circulation and Door Count Update

Randall reported that the visitor total for January 2022 was 17,414. We were closed to the public in January 2021. The circulation total for January 2022 was up 49.8% over January 2021.

M. Oath of Office

Roberta reported that she has Oath of Office forms available for any Board member who did not sign one at the January Board meeting.

N. Statements of Economic Interest

Roberta Koscielski reported that the information required to be filed on the statements has been updated. Further information will be emailed to each Board member along with their electronic Statement of Economic Interest form next week. The statement is to be completed and submitted by May 2, 2022.

O. Other

None

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

The January Treasurer's Report was included in the Board packet.

Friends President Margaret Cousin reminded Board members that the Friends are happy to receive donations. She added that the Friends Board voted to donate \$10,000 to the McClure Branch lift project.

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

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

A. Building Committee

1. Report of the meeting of February 8, 2022

Committee Chair Margaret Cousin reported that the Lincoln Branch Carnegie doors will be stained in the spring. This should be done every ten years. The committee toured Lincoln Branch under the guidance of Cynthia Smith. Cynthia advised the committee that she would like a sign to discourage patrons from trying to exit through the Carnegie doors as an alarm will sound. Committee members commented on the excellent condition of the branch.

2. #2022-26: Recommendation from the Administration for Approval of the McClure Branch Lift Project

Randall reported that the bid opening was held this afternoon. Two bids were received. Randall recommended approval of the low bid of \$64,200 from Rump Construction. A

motion was made by Margaret Cousin, seconded by Roberta Parks, to accept the low bid from Rump construction and approve the expenditure of \$54,200 from the Capital Development Fund. Motion carried unanimously. As noted in the Friends of Peoria Public Library report above, the remaining \$10,000 for this project has been donated by the Friends.

B. Community Relations Committee

Barbara Van Auken reported that Board member Tiffanie Duncan will maintain the Little Free Library at the Boys & Girls Club on Kansas Street. Tiffanie has already arranged for donated books from Illinois American Water to stock it.

Barbara gave credit to Jenni Davis and Laura Fehr for their promotion of Black History programming offered by the library. She added that Cynthia Smith discussed Black History Month events at WPNV 106.3 including a program offering young people the opportunity to create posters and canvas paintings of famous African Americans. Barbara noted that the Wil Haygood program has been moved to Sunday, April 10. She said that North Branch Manager Jamie Jones is offering a Black History Month movie series at North Branch. Barbara added that Alyce Jackson ordered additional life-size cardboard cutouts of famous African Americans to supplement those housed at Lincoln Branch. Cynthia Smith and Cossandra Stokes delivered some of the cardboard cutouts to each library location and arranged appropriate books to create Black History Month displays. Barbara applauded these good educational and fun projects. Margaret Cousin added that Alyce Jackson had worked very hard behind the scenes to plan a dinner for Wil Haygood, but then it was cancelled when he rescheduled his program. So Alyce will re-create the dinner plans for his April 10 visit.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

Roberta Parks stated her concern about the trash that accumulates in front of Main Library. Randall noted that with the upcoming hiring of a new Manager of Facilities this issue should be eliminated.

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned at 5:59 p.m.

Cathie Neumiller, Secretary
Board of Library Trustees
Peoria Public Library