

MINUTES
ANNUAL MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
January 18, 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 Annual meeting was 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, Cathie Neumiller, Roberta Parks, and Melissa Whitney

Board Members Present Via Conference Phone: Tiffanie S. Duncan and Barbara Van Auken

Board Members Absent: Lucy D. Gulley

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Elise Hearn, Manager of Lakeview Branch; 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 Tiffanie Duncan because of employment purposes and Barbara Van Auken because of illness or disability. Motion carried unanimously.

CORRESPONDENCE TO THE BOARD

The folder of correspondence items was passed around for Board member review at this meeting.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2022-01: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of November 23, 2021
2. Minutes of the Strategic Planning Committee meeting of December 7, 2021

B. #2022-02: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending November 13, 2021 | \$126,987.12 |
| 2. Payroll for Period Ending November 27, 2021 | \$126,763.56 |
| 3. Payroll for Period Ending December 11, 2021 | \$126,987.37 |

4. Payroll for Period Ending December 25, 2021	\$126,476.69
5. Payroll for Period Ending January 8, 2022	\$128,067.69
6. Regular Expenditures for December 2021	\$242,626.97
7. Capital Development Fund Expenditures for December 2021	\$ 13,586.56
8. Regular Expenditures for January 2022	\$245,231.65
9. 2021 Obligated Fund Expenditures for January 2022	\$353,114.08
10. Capital Development Fund Expenditures for January 2022	\$ 33,119.94

- C. #2022-03: Request of the Executive Director to Approve Personnel Actions for the period ending January 14, 2022
- D. #2022-04: Request of the Executive Director to Receive and File Finance Report for the months of November and December 2021
- E. #2022-05: Request of the Executive Director to Receive and File Library Use Statistics for the months of November and December 2021
- F. #2022-06: Establish dates and times for 2022 Regular Board of Library Trustees meetings

A motion was made by Roberta Parks, seconded by Melissa Whitney, to approve Consent Agenda items #2022-01 through #2022-06 as presented. Motion passed unanimously.

New Board member Ruth Bittner introduced herself to the Board. She is a native Peorian, a former Peoria Public Library student page, an accountant, and the Chief Financial Officer for Peoria Riverfront Museum. Board members then introduced themselves to Ruth.

OTHER ACTION ITEMS

- A. #2022-07: Recommendation from the Administration to Adopt a Revised Reference Services Policy
Randall noted that no changes had been made to this policy since the first reading review. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to adopt the revised Reference Services Policy as presented. Motion carried unanimously.
- B. #2022-08: Recommendation from the Administration for a First Reading Review of Revised Dress Guidelines
Board members commented on the revised guidelines. Mr. Buck then noted that the revised policy would be presented for approval at the February 2022 Board meeting.
- C. #2022-09: Recommendation from the Administration for a First Reading Review of a Revised Public Access Computer and Internet Policy
Randall noted clarifications to wording in this revision. Hearing no questions, Mr. Buck noted that it would be presented for approval at the February 2022 Board meeting.

- D. #2022-10: Recommendation from the Administration for a First Reading Review of a Revised Unattended Children Policy
Randall noted that public services staff members requested an update of the procedures for handling unattended children at closing time. This policy will be brought to the Board for approval at an upcoming meeting.
- E. #2022-11: Recommendation from the Administration to Approve Expenditure of \$54,560 from previously allocated Capital Development Funds to purchase 55 HP ProOne 600 G6 All-in-One Computers
Randall noted that this expenditure will replace old and outdated public workstations at Main Library. Main Library public workstations are currently Windows 7, which is no longer supported by Microsoft. The new computers will be Windows 10 Pro. A motion was made by Roberta Parks, seconded by Margaret Cousin, to approve the expenditure of \$54,560 from previously allocated Capital Development Funds to purchase 55 HP ProOne 600 G6 All-in-One computers as presented. Motion carried unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The January programming report as well as the January events calendar were provided in the Board packet.
- B. COVID Update
Randall reported that COVID procedures continue at all our library locations and masks are still required. He sent out an updated COVID guidance email to all staff last week.
- C. Welcoming Our New Board Member
Welcome, Ruth!
- D. New Board Member Orientation
Randall reported that he and Roberta met with Ruth this month for her Board orientation. We look forward to working with Ruth and appreciate her willingness to serve.
- E. Roberta Koscielski Retirement
Randall reported that Deputy Director Roberta Koscielski will be retiring as of May 13, 2022. Thankfully, she is giving us plenty of time to find her successor and has offered to help assist them so the library can have a seamless transition. Her position will be advertised through the Reaching Across Illinois Library System (RAILS), Illinois Library Association, and American Library Association. In addition, Jay Furniss' last day at the Library will be Friday, February 4. His position will be advertised through RAILS and the Journal Star.
- F. Annual Reviews
Randall reported that he and Roberta conducted annual reviews of management staff at the end of December 2021.

G. Strategic Planning Update

Randall reported that he met with the Strategic Planning Committee in December and January to discuss concrete ways to fulfill the goals laid out in the Strategic Plan.

H. Lincoln Branch Anniversary Reception

Randall thanked Cynthia Smith, Jenni Davis, and Alyce Jackson for putting together a wonderful reception to honor the ten-year anniversary of the expansion and renovation of Lincoln Branch. Thank you to all who were able to attend this event.

I. McClure Branch Lift Repair

Randall reported that he and Jay have been working with PCM+D Architects on an RFP for the McClure Branch lift replacement. They have prepared the necessary documents and we have received several requests for them by interested companies. We will need to have a meeting with the Building Committee to review Jay's and Randall's final recommendation which will then be presented to the Board for the February 2022 monthly meeting.

J. Circulation and Door Count Update

Randall reported that the visitor total for December 2020 was 671 versus 17,152 for December 2021. We were offering curbside service only in December 2020 due to a pre-vaccine COVID surge. The circulation total for the same period increased by 33.6%.

The visitor total for all of 2020 versus 2021 decreased by 4.3%. However, the circulation total for the same time period increased by 20.2%. The drop-off in visitor numbers is in large part due to factoring in our pre-pandemic isolation months of January and February 2020 in which we had larger visitor counts than in any individual month since.

K. Standards for Illinois Public Libraries, Chapter 13 "Marketing, Promotion, and Collaboration"

Randall noted that although the standards in this chapter recommend that information about library programs and services be provided to the community through a newsletter at least three times a year, we provide it twelve times a year. He added that we need to develop strategies to reach those that do not use the library. He also noted that we should include public relations and customer service as part of the orientation of all new staff and Board members.

L. Oath of Office

All Board members present signed the Oath of Office form and provided it to Secretary Cathie Neumiller for her signature. These forms, which are signed at the beginning of each calendar year, are kept on file in the Administration Office.

M. Statements of Economic Interest

Roberta Koscielski reported that she is submitting Board members' names and addresses to the Peoria County Clerk so they will receive an electronic Statement of Economic Interest form to be completed and submitted by May 2, 2022.

N. Other
None

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

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

Friends President Margaret Cousin reminded Board members that there will be no more written Friends report in the monthly Board packet, just the monthly Treasurer's Report. She announced that recently large Friends expenditures include \$5,000 for advertising, \$5,000 for programming, and \$12,500 for an upcoming program by Wil Haygood. She noted the need to grow Friends membership to continue to have the funding in place to meet library needs. She added her intention to submit more grant requests on behalf of the Friends beginning later this year.

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

The Building, Community Relations, Executive, Finance, Nominating/Appeals, and Personnel/Negotiations Committees did not have a report.

G. Strategic Planning Committee

1. Report of the meetings of December 7, 2021 and January 11, 2022
Committee Chair Roberta Parks reported that the committee met in December to review the preliminary Strategic Plan action steps that were provided by Randall. The committee met again on January 11 to review the target dates that were added to the action steps.
2. #2022-12: Approval of 2022 Strategic Plan Action Steps
A motion was made by Margaret Cousin, seconded by Cathie Neumiller, to approve the 2022 Strategic Plan action steps as presented. Motion carried unanimously.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

A motion was made by Margaret Cousin, seconded by Roberta Parks, to move into Executive Session at 6:13 p.m. for the purpose of authorizing the destruction of lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004 and for the purpose of reviewing and discussing minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21)). Motion carried unanimously.

RETURN TO REGULAR SESSION

The Board returned to Regular Session at 6:15 p.m.

- A. #2022-14: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
 - 1. Regular Board Meeting: Executive Session December 17, 2019
 - a. Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
 - b. Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120 2(c)(21))
 - 2. Regular Board Meeting: Executive Session January 21, 2020
 - a. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 - 3. Personnel/Negotiations Committee: Executive Session February 18, 2020
 - a. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 - 4. Regular Board Meeting: Executive Session February 19, 2020
 - a. For the purpose of discussion personnel matters (5ILCS 120/2(c)(1))
 - 5. Personnel/Negotiations Committee: Executive Session June 4, 2020
 - a. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 - 6. Regular Board Meeting: Executive Session June 16, 2020
 - a. Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
 - b. Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120 2(c)(21))
 - c. For the purpose of discussion personnel matters (5ILCS 120/2(c)(1))
 - d. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))

A motion was made by Roberta Parks, seconded by Margaret Cousin, to destroy all six recordings listed on the Executive Session agenda as presented. Motion carried unanimously.

- B. #2022-15: Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21))
 - 1. Regular Board Meeting: Executive Session May 18, 2021
 - a. Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
 - b. Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120 2(c)(21))
 - 2. Regular Board Meeting: Executive Session July 27, 2021
 - a. For the purpose of discussing personnel matters (5ILCS 120/2(c)(1))

A motion was made by Roberta Parks, seconded by Melissa Whitney, to keep closed both sets of minutes listed on the Executive Session agenda as presented. Motion carried unanimously.

AGENDA BUILDING

The next Building Committee meeting will be held at Lincoln Branch and include discussion of the refinishing of the Lincoln Carnegie doors.

ADJOURNMENT

The meeting was adjourned at 6:18 p.m.

Cathie Neumiller, Secretary
Board of Library Trustees
Peoria Public Library