

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
April 19, 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, Tiffanie S. Duncan, Lucy D. Gulley, Roberta Parks, and Melissa Sanchez

Board Members Absent: Cathie Neumiller and Barbara Van Auken

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Rufus Nelson, Manager of Facilities; and Randall Yelverton, Executive Director

Others Present: None

**CORRESPONDENCE TO THE BOARD**

The folder of correspondence items was passed around for Board member review at this meeting. Items included a letter from Congressman Darin LaHood thanking Karla Wilkinson for local the local Congressional Art Competition. As well as a variety of thank you items from children and adults who appreciate the library.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2022-40: Request to Approve Minutes as listed below:

1. Minutes of the Digitization Subcommittee meeting of August 2, 2016
2. Minutes of the Digitization Subcommittee meeting of January 19, 2017
3. Minutes of the Finance Committee meeting of October 12, 2021
4. Minutes of the Finance Committee meeting of November 9, 2021
5. Minutes of the Strategic Planning Committee meeting of January 11, 2022
6. Minutes of the Regular Board meeting of March 15, 2022

B. #2022-41: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending March 19, 2022 \$126,185.76

2. Payroll for Period Ending April 2, 2022	\$128,543.22
3. Regular Expenditures for April 2022	\$390,560.22
4. Capital Development Fund Expenditures for April 2022	\$ 4,534.39

- C. #2022-42: Request of the Executive Director to Approve Personnel Actions for the period ending April 15, 2022
- D. #2022-43: Request of the Executive Director to Receive and File Finance Report for the month of March 2022
- E. #2022-44: Request of the Executive Director to Receive and File Library Use Statistics for the month of March 2022

A motion was made by Margaret Cousin, seconded by Roberta Parks, to approve Consent Agenda items #2022-40 through #2022-44 as presented. Motion passed unanimously.

**OTHER ACTION ITEMS**

- A. #2022-45: Recommendation from the Administration to Adopt a Revised Freedom of Information Act Policy  
 Randall Yelverton reported that items in this policy, including FOIA officers, Library budget, and Library Board member information have been revised. This policy will be brought to the May 2022 meeting for approval.

**REPORT OF THE EXECUTIVE DIRECTOR**

- A. Upcoming Programming and Exhibits  
 The April programming report was provided in the Board packet.
- B. FOIA Request  
 A FOIA request was received in the Admin Office on Friday, April 8, and a response was sent on Friday, April 15.
- C. COVID Update  
 Randall reported no changes in COVID procedures at this time. He will continue monitoring for any changes to be addressed.
- D. Deputy Director Selection Process  
 Randall reported that the Deputy Director interview process was completed after reviewing applications from across the country. It was a long and productive process.
- E. New Deputy Director Veronica DeFazio  
 Randall reported that new Deputy Director Veronica DeFazio will begin duties the second week of May. Veronica De Fazio has more than 20 years of experience at suburban Chicago libraries. She’s also spent the last three years as part of leadership at the Illinois Library Association and is currently serving as immediate past president of ILA. During her term as ILA president, she helped steer the organization and member libraries through the pandemic, met and collaborated with libraries across the state, and worked to ensure that ILA’s strategic

goals of building a culture of diversity and inclusion, advocacy, member value, and leadership were always top of mind.

F. Meeting with New Facilities Manager

Randall introduced Rufus Nelson, our new Facilities Manager, and reported that he has been hard at work this month and has been meeting with the Executive Director to talk about possible improvements and facilities issues.

G. Roberta Koscielski Retirement

Randall reported that a retirement party for Roberta Koscielski will be held at Main Library on Friday, May 13 from 2:30 to 4:30 p.m.

H. McClure Branch Lift Replacement

Randall reported that McClure Branch will be closed for approximately three weeks in order to facilitate the safe and speedy installation of the new accessible lift. Lifts of Illinois has not received the lift yet, but is anticipating delivery at the end of April. The project will likely begin in early May and last through most of the month. Updates will be sent as dates are firmed up.

I. Wil Haygood Program

Randall reported that Wil Haygood spoke at Lincoln Branch on April 10 about his book *Colorization: One Hundred Years of Black Films in a White World*. This was a Black History Month program that had to be rescheduled due to some scheduling conflicts with the author. It was an engaging and interesting presentation.

J. Circulation and Door Count Update

Randall noted that the visitor total for March 2022 was up 49.4% over March 2021. The circulation total for the same period was down 6.3%.

K. Other

None

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

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

Friends President Margaret Cousin informed Board members that David Vaughn Investments will donate \$5,000 to the McClure Branch Life Replacement Project if the Friends of Peoria Public Library will match that amount. Margaret ensured that the Friends will achieve this match with new money.

Margaret is also looking to raise money for the summer reading program. Roberta Parks suggested applying to the Community Foundation of Central Illinois and possibly their Women's Fund.

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

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

**B. Community Relations Committee**

Randall Yelverton reported that he, Roberta Koscielski, and Jennifer Davis attended an event at Dream Center to present a little library built by Dream Center kids to the Peoria Police Department. Peoria Public Library, courtesy of Cathy Curtis and Tom Menger, will keep the library stocked with donations from the Friends group. The little library will be located in the lobby of the downtown police department.

Margaret Cousin reported that the “Make Art Your Superpower” artist in resident project funded via a collaboration with Delta Kappa Gamma Nu Chapter is wrapping up its second month. Project director Sarah Couri, Manager of McClure Branch, intends to continue facilitating additional artist in residence opportunities by applying for the next round of funding available through DKG.

**G. Strategic Planning Committee**

Committee Chair Roberta Parks noted that the first quarterly report on strategic plan progress was included in the Board packet. Different color ink will be used to indicate progress made each quarter.

**PRESENTATION BY AUDIENCE**

None

**OTHER BUSINESS**

None

**EXECUTIVE SESSSION**

None

**AGENDA BUILDING**

None

**ADJOURNMENT**

The meeting was adjourned on a motion by Margaret Cousin, seconded by Roberta Parks at 5:48 p.m.

---

Cathie Neumiller, Secretary  
Board of Library Trustees  
Peoria Public Library