

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
March 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, Tiffanie S. Duncan, Lucy D. Gulley, Cathie Neumiller, Roberta Parks, Barbara Van Auken, and Melissa Whitney

Board Members Absent: None

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; Jennifer Sevier, Manager of Reference Services; and Randall Yelverton, Executive Director

Others Present: Sid Ruckriegel, Peoria City Council

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 a thank you note from Osher Lifelong Learning Institute for their recent tour of Main Library, the nice Facebook comments about the new book club for young people led by Lincoln Branch Reference Assistant Jacob Roberts, and three items in the March 2022 Peoria Magazine related to Peoria Public Library.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2022-30: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee meeting of July 6, 2021
2. Minutes of the Regular Board meeting of February 15, 2022

B. #2022-31: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending February 19, 2022 \$130,501.27

2. Payroll for Period Ending March 5, 2022	\$126,087.60
3. Regular Expenditures for March 2022	\$161,052.39
4. 2021 Obligated Fund Expenditures for March 2022	\$ 20,505.76
5. Capital Development Fund Expenditures for March 2022	\$ 59,412.24

- C. #2022-32: Request of the Executive Director to Approve Personnel Actions for the period ending March 11, 2022
- D. #2022-33: Request of the Executive Director to Receive and File Finance Report for the month of February 2022
- E. #2022-34: Request of the Executive Director to Receive and File Library Use Statistics for the month of February 2022

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve Consent Agenda items #2022-30 through #2022-34 as presented. Motion passed unanimously.

OTHER ACTION ITEMS

- A. #2022-35: Recommendation from the Administration to Adopt a Revised Unattended Patron Policy
Randall Yelverton reported that the last two sentences of the third paragraph of this policy were added as a result of discussion during the February Labor Management Committee meeting. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to adopt the revised Unattended Patron Policy as presented. Motion carried unanimously.
- B. #2022-36: Recommendation from the Administration to Perform a Periodic Appraisal in the Amount of \$5,200.00
Randall reported that we were notified that it is time for a new appraisal as the last one was performed in 2012 by Industrial Appraisal Company. A motion was made by Roberta Parks, seconded by Barbara Van Auken, to approve the expenditure of \$5,200 for an appraisal by Industrial Appraisal Company of the fixed assets of Peoria Public Library. Motion carried unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

Randall welcomed City Councilman Sid Ruckriegel to this meeting.

- A. Upcoming Programming and Exhibits
The March programming report was provided in the Board packet.
- B. COVID Update
Randall reported that after the removal of the state mask mandate and the release of updated CDC guidelines, we removed the library's mask mandate at all our locations. We will continue to monitor local, state, and national guidance to make any needed service adjustments going forward.

C. Deputy Director Interviews

Randall reported that interviews for the Deputy Director position were being held last week and this week for both internal and external candidates. He hopes to have a decision made before the end of the month in order to allow the new employee a little bit of time to work with Roberta before she retires. Randall added that our new Manager of Facilities, long-time staff member Rufus Nelson, begins duties on March 21.

D. Library Appraisal

The Board approved the expenditure of funds for this appraisal earlier in this meeting.

E. Allison Ossman Retirement

Randall reported that Allison Ossman, a Reference Assistant at Lincoln Branch and 18-year library employee, retired in February. She will be missed.

F. IPLAR Completed

Randall reported that our Illinois Public Library Annual Report has been completed and submitted to the Illinois State Library.

G. McClure Branch Lift Update

Randall reported that we have signed a contract with Rump Construction to install a new lift at McClure Branch. Rump Construction has submitted the lift shop drawing, and the architect is in the process of reviewing it prior to release and manufacture of the unit. She will return the drawing; the manufacturer will place the order for the lift and we will get an estimated shipping date that we can build a preliminary installment schedule around. Barbara Van Auken thanked the Friends of Peoria Public Library for the \$10,000 they donated toward this project.

H. New Public Computers

Randall reported that we have received a large delivery of new public computers as approved by the Board and will begin placing these at our library locations in the near future. He added we may decide to have fewer public computers on the floor and so some of them may be used to replace older computers used by staff.

I. eRate Savings

Randall reported that our new IT Manager Natt Lapsley has begun working with an eRate consultant who is helping him plan for future eRate expenditures. In doing so, he has already found some ways to save on our current internet expenses.

J. AARP Tax Appointments

Randall reported that our popular AARP tax assistance appointments are now filled at both Main Library and North Branch.

K. Bookmark Book Club

Randall reported that we have been getting great attention for the new Bookmark Book Club at Lincoln Branch led by Jacob Roberts. We were featured in a write-up by WCBU (included in the correspondence folder).

L. Peoria Reads

Randall reported that we will be kicking off another Peoria Reads 2022 with a proclamation to be read at the March 22 City Council meeting.

M. Website Translated into Spanish

Randall reported that we have updated our website to include a translation tool that translates the site to Spanish to increase its accessibility. Jennifer Davis brought this tool to our attention.

N. Summer Reading

Randall reported that our Summer Reading team has been preparing and gearing up for what we hope to be another busy Summer Reading season.

O. Circulation and Door Count Update

Randall noted that both the circulation and door count was up for February 2022 compared with February 2021.

P. Other

None

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

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

Friends President Margaret Cousin informed Board members that the Friends annual membership campaign is underway. She added that the Friends will provide \$10,000 for this year's Summer Reading program. The Friends are also funding copies of the Peoria Reads title, *This Is Where You Belong* by Melody Warnick, for the Mayor and City Council members.

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

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

B. Community Relations Committee

Barbara Van Auken reported on the following items:

- McClure Branch Manager Sarah Couri reported on the "Make Art Your Superpower" project she is coordinating. This project is in collaboration with Delta Kappa Gamma Nu Chapter and funded by a grant they suggested we pursue.
- Chief Eric Echevarria contacted Roberta about a Little Free Library built by young people at Peoria Dream Center. It will be placed in the lobby of the Police Department and stocked by committee member Cathy Curtis who volunteered to do so.
- Board members were emailed the PPL Partners list. PPL partners are individuals or groups that collaborate with the library in some way, such as receiving or providing programs, providing displays, or receiving outreach services, for example.
- The Women's History Month programs and displays are great!

- Media Literacy and Yoga programs continue.
- Every other Thursday, a representative of Goodwill will be at Main Library to provide job search assistance to patrons who are interested.

Randall added that Big Picture Peoria will be installing vinyl portraits of famous Peorians on street level windows at Main Library.

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 Barbara Van Auken at 5:49 p.m.

Cathie Neumiller, Secretary
Board of Library Trustees
Peoria Public Library