

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
May 17, 2022

**CALL TO ORDER**

Board President Stephen Buck called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:32 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**

Prior to Roll Call, Mr. Buck announced that Library Trustee Tiffanie S. Duncan had resigned from the Board due to relocating out-of-state. A possible replacement has been identified. Mr. Buck will follow-up.

Board Members Present: Ruth Bittner, Stephen Buck, Margaret Cousin, Cathie Neumiller, Barbara Van Auken, and Melissa Sanchez

Board Members Absent: Lucy Gulley, Roberta Parks

Library Staff Present: Sarah Couri, Manager of McClure Branch; Jennifer Davis, Manager of Public Relations; Veronica De Fazio, Deputy Director; Christopher Farris, Reference Assistant; Robin Helenthal, Manager of Collection Development Services; Alyce Jackson, Manager of Programming; and Randall Yelverton, Executive Director

Others Present: None

**CORRESPONDENCE TO THE BOARD**

Correspondence items were passed around for Board member review

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2022-49: Request to Approve Minutes as listed below:

1. Minutes of the Building Committee meeting of February 8, 2022
2. Minutes of the Community Relations Committee meeting of March 1, 2022
3. Minutes of the Regular Board meeting of April 19, 2022

B. #2022-50: Request to Approve Expenditures as listed below:

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|---|--------------|
| 1. Payroll for Period Ending April 16, 2022 | \$128,925.89 |
| 2. Payroll for Period Ending April 30, 2022 | \$126,794.69 |
| 3. Regular Expenditures for May 2022        | \$197,894.78 |

4. Capital Development Fund Expenditures for May 2022 \$ 17,179.83
- C. #2022-51: Request of the Executive Director to Approve Personnel Actions for the period ending May 13, 2022
- D. #2022-52: Request of the Executive Director to Receive and File Finance Report for the month of April 2022
- E. #2022-53: Request of the Executive Director to Receive and File Library Use Statistics for the month of April 2022
- F. #2022-54: Request to Adopt Resolution to renew participation in the Illinois Non-Resident Card program and to establish a fee of \$135 for the non-resident card for the year beginning July 1, 2022 and ending June 30, 2023

A motion was made by Margaret Cousin, seconded by Barbara Van Auken to approve Consent Agenda items #2022-49 through #2022-54. Motion passed unanimously.

#### **OTHER ACTION ITEMS**

- A. #2022-55: Recommendation from the Administration to Adopt a Revised Freedom of Information Act Policy

Updates were made to the policy including the name of the Deputy Director and the Director of the Illinois State Library. A motion was made by Ruth Bittner, seconded by Barbara Van Auken to accept item #2022-55 with these updates. Motion passed unanimously

- B. #2022-56: Recommendation from the Administration to approve an Intergovernmental Agreement with the Peoria County Election Commission

Mr. Buck requested tabling item #2022-56 until the June 21 meeting to provide time to carefully read through the Intergovernmental Agreement. A motion was made by Barbara Van Auken, seconded by Margaret Cousin to table #2022-56. Motion passed unanimously.

#### **REPORT OF THE EXECUTIVE DIRECTOR**

- A. Upcoming Programming and Exhibits  
The May programming report was provided in the Board packet.
- B. COVID Update  
There are no changes in COVID procedures at this time. Monitoring for any necessary changes will continue.
- C. Welcome, Veronica De Fazio!  
Veronica and the Board of Trustees exchanged introductions during the meeting.
- D. Veronica's First Week  
Veronica had the opportunity to work with Roberta during her first week to gain a better understanding of some of the duties of the job. In addition, she spent time

meeting with the library's public service managers and got a chance to hear about some of their successes as well as the challenges they face. Veronica also spent time discussing the Strategic Plan with the Executive Director.

E. McClure Branch Update

The McClure branch closed at the beginning of this month in order for a new lift to be installed by Rump Construction. The branch will re-open to the public on May 23.

F. Summer Reading Begins Soon

Summer Reading sign-up began Sunday, May 15. We're looking forward to a busy Summer Reading season and look forward to the special zoo party for those children who complete the program. A special celebration for adults who finish the program will be held as well.

G. Partnership with Peoria County Election Commission

Thomas Bride, Executive Director of the Peoria County Election Commission, reached out to the library to discuss the possible placement of a ballot drop box on the North Branch library grounds.

H. Special Board Event to Honor Roberta Koscielski

The Library Board held a special dedication event at the Lakeview branch for Roberta Koscielski, our former Deputy Director, whose last day of work was May 13, 2022. The Board planted a redbud tree adjacent to the library and put a special plaque in place to honor Ms. Koscielski's many years of dedicated service to Peoria Public Library.

I. Circulation and Door Count Update

The visitor total for April 2022 was up 38% over April 2021. The circulation total for the same period was up .37 %.

J. Other

None

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

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

Friends President Margaret Cousin is pursuing alternative options to raise funds for the Friends in light of the volatile stock market.

## **COMMITTEE REPORTS**

A. Building Committee

1. Report of the meeting of May 10, 2022

Committee Chair Margaret Cousin reported that the committee toured the North Branch in order to give Board members a chance to become more familiar with the building and to learn of potential wants and needs of the Branch.

B. Community Relations Committee

1. Report of the meeting of May 3, 2022

Committee Vice Chair Margaret Cousin reported that there was not a quorum for the meeting. Those who attended reviewed agenda items from the previous month and enjoyed presentations by Alyce Jackson and Sarah Couri.

- C. Executive Committee – No Report
- D. Finance Committee – No Report
- E. Nominating/Appeals Committee – No Report
- F. Personnel/Negotiations Committee – No Report
- G. Strategic Planning Committee – No Report

#### **PRESENTATION BY AUDIENCE**

None

#### **OTHER BUSINESS**

None

#### **EXECUTIVE SESSION**

None

#### **AGENDA BUILDING**

None

#### **ADJOURNMENT**

The meeting was adjourned on a motion by Barbara Van Auken, seconded by Margaret Cousin at 5:47 pm.

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Cathie Neumiller, Secretary  
Board of Library Trustees  
Peoria Public Library