

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
June 21, 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 Buck, Margaret Cousin, Lucy Gulley, Cathie Neumiller, Roberta Parks, Melissa Sanchez, and Barbara Van Auken

Board Members Absent: None

Library Staff Present: Carolyn Conklin, Reference Assistant; Veronica De Fazio, Deputy Director; Alyce Jackson, Manager of Programming; and Randall Yelverton, Executive Director

Others Present: None

**CORRESPONDENCE**

There were no comments regarding correspondence received since the May meeting.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2022-60: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee meeting of April 5, 2022
2. Minutes of the Community Relations Committee meeting of May 3, 2022
3. Minutes of the Nominating Committee meeting of May 23, 2022
4. Minutes of the Regular Board meeting of May 17, 2022
5. Minutes of the Special Library Board meeting of June 2, 2022

B. #2022-61: Request to Approve Expenditures as listed below:

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|---|--------------|
| 1. Payroll for Period Ending May 14, 2022             | \$172,246.31 |
| 2. Payroll for Period Ending May 28, 2022             | \$127,010.78 |
| 3. Payroll for Period Ending June 11, 2022            | \$126,406.72 |
| 4. Regular Expenditures for May 2022                  | \$203,203.44 |
| 5. Capital Development Fund Expenditures for May 2022 | \$ 45,194.54 |

- C. #2022-62: Request of the Executive Director to Approve Personnel Actions for the period ending June 17, 2022
- D. #2022-63: Request of the Executive Director to Receive and File Finance Report for the month of May 2022
- E.#2022-64: Request of the Executive Director to Receive and File Library Use Statistics for the month of May 2022

A motion was made by Barbara Van Aucken, seconded by Roberta Parks to approve Consent Agenda items #2022-60 through #2022-64. Motion passed unanimously.

#### **OTHER ACTION ITEMS**

None

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

- A. Summer Reading Begins!  
There is a large increase in the number of participants over this time last year.
- B. Summer Reading Party  
The Summer Reading completion party for children will be held on July 19 at the Peoria Zoo. Thank you to the Friends for sponsoring this event. The Adult Party will be held July 26.
- C. Media Appearances  
Veronica and Randall appeared on WMBD morning news to promote summer reading. Veronica was also interviewed by the Greg and Dan morning show.
- D. McClure Lift  
The lift is once again operational. Thank you to the Friends for their significant contribution to this project.
- E. Deputy Director Visits Branches and Departments  
Veronica has been visiting the branches and meeting with staff to get a better understanding of how the library operates and a sense of each branch's unique characteristics.
- F. Mayor's Summer Youth Internship Program  
The Library is participating in the Mayor's Summer Youth Internship Program. A young man is working as a page at Main Library as part of this program. An additional page may be added at the Lincoln Branch.
- G. Election Commission Update  
Due to time constraints, the Commission has chosen not to place the ballot box at North Branch until the fall. Early voting will be held at Main and North.
- H. Illinois Broadband Initiative  
Randall and Cynthia Smith are participating in a statewide initiative to bring improved internet service to citizens throughout Illinois. Currently, the Library is

helping to distribute and raise awareness of a survey regarding the availability and speed of internet in our area.

- I. Special Event in Honor of Aurther Mae Perkins  
Randall spoke on behalf of the Library during a street naming ceremony to celebrate Ms. Perkins who is a former Library Board Trustee and active community member.
- J. Lincoln Branch Hall of Fame  
The guidelines for the Hall of Fame were included in the packet.
- K. Door Count and Circulation  
The visitor total for May 2022 was up 26% over May 2021. The circulation total for the same period was down 10%.

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

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

Friends President Margaret Cousin reported that the Friends received a \$5000 matching grant from DBI that was used to fund the McClure lift. Year-to-date the Friends have given \$47,500 to the Library and have gotten 49% of that back in donations. Trustee Melissa Sanchez shared ideas on how the Board can provide support to the Friends.

#### **COMMITTEE REPORTS**

- A. Building Committee – No report
- B. Community Relations Committee
  - 1. Report of the meeting of June 7, 2022  
Committee Chair Barbara Van Aucken reported that nominations are open until July 31 for the Lincoln Branch Hall of Fame. Because of their ongoing support, she encouraged asking a member of the Fire Department to serve on the selection committee. Van Aucken also highlighted recent community events attended by members of the staff.
- C. Executive Committee – No Report
- D. Finance Committee
  - 1. #2022-65: Amend the 2022 Budget  
A motion was made by Barbara Van Aucken, seconded by Roberta Parks to accept the 2022 Budget amendments as proposed. Motion carried unanimously.
- E. Nominating/Appeals Committee
  - 1. #2022-66: Election of Officers for 2022-23  
Committee Chair Lucy Gulley presented the following slate of officers for 2022-2023:
    - Stephen Buck – President
    - Cathie Neumiller – Vice-President
    - Melissa Sanchez – Secretary

Ms. Gulley asked for any nominations from the floor and none were made. Ms. Gulley declared the nominations closed. A motion was made by Barbara Van Aucken,

seconded by Roberta Parks, to approve the slate of officers for 2022-2023 as presented.  
Motion passed unanimously.

F. Personnel/Negotiations Committee – No Report

G. Strategic Planning Committee

New meeting date: July 14, 5:30 pm

#### **PRESENTATION BY AUDIENCE**

None

#### **OTHER BUSINESS**

None

#### **EXECUTIVE SESSION**

A motion was made by Barbara Van Aucken, seconded by Margaret Cousin, to move into Executive Session at 6:02 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 6:07 pm.

A motion was made by Barbara Van Aucken, seconded by Margaret Cousin to table the authorization of the destruction of designated meeting recordings or opening designated meeting minutes until the July Board of Trustees meeting to allow time to further review these items. Motion carried unanimously.

#### **AGENDA BUILDING**

None

#### **ADJOURNMENT**

The meeting was adjourned on a motion by Barbara Van Aucken, seconded by Margaret Cousin at 6:15 pm.

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Melissa Sanchez, Secretary  
Board of Library Trustees  
Peoria Public Library