

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
July 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 5:32 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

Board Members Present: Ruth Bittner, Stephen Buck, Margaret Cousin, Lucy Gulley, and Roberta Parks

Board Members Absent: Cathie Neumiller, Melissa Sanchez

Library Staff Present: Veronica De Fazio, Deputy Director; Chris Farris, Reference Assistant; and Randall Yelverton, Executive Director

Others Present: None

A motion was made by Margaret Cousin, seconded by Roberta Parks to allow Barbara Van Aucken to attend the meeting via phone. Motion passed unanimously. Barbara Van Aucken joined the meeting at 5:34 pm.

CORRESPONDENCE

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

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2022-72: Request to Approve Minutes as listed below:

1. Minutes of the Strategic Planning Committee meeting of March 29, 2022
2. Minutes of the Regular Board meeting of June 21, 2022
3. Minutes of the Regular Board meeting Executive Session of June 21, 2022

B B. #2022-73: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending June 25, 2022 | \$127,804.71 |
| 2. Payroll for Period Ending July 9, 2022 | \$127,614.96 |
| 3. Regular Expenditures for July 2022 | \$216,696.92 |
| 4. Capital Development Fund Expenditures for July 2022 | \$ 6,420.00 |

- C. #2022-74: Request of the Executive Director to Approve Personnel Actions for the periods ending July 15, 2022
- D. #2022-75: Request of the Executive Director to Receive and File Finance Reports for the month of June 2022
- E. #2022-76: Request of the Executive Director to Receive and File Library Use Statistics for the month of June 2022

A motion was made by Ruth Bittner, seconded by Margaret Cousin to approve Consent Agenda items #2022-72 through #2022-76. Motion passed unanimously.

OTHER ACTION ITEMS

None

REPORT OF THE EXECUTIVE DIRECTOR

- A. COVID update
Local, state, and national COVID guidance continues to be monitored in order to make any needed service adjustments.
- B. Summer Reading
There continues to be an increase in participation over 2021. The children's completion party is being held this evening at the Peoria Zoo.
- C. Strategic Planning update
The Strategic Planning Committee met on July 14. An update is included in the packet.
- D. Deputy Director meets with staff
Veronica De Fazio continues to meet with staff throughout the Library to discuss current operations and potential improvements. Veronica shared some of her initial impressions with the Board.
- E. American Library Association annual conference
Randall reported on his attendance at the American Library Association Conference which was held in Washington, D.C. at the end of June. During the conference Randall learned of best practices and technologies from libraries and vendors across the country.
- F. Local Legends event hosted by Peoria Magazine
Randall, Veronica, and PR Manager Jenni Davis attended the event and spent time talking with, among others, State Senator Dave Koehler, and honoree Monica Hendrickson, Public Health Administrator for Peoria City/County Health Department.
- G. Updates to monthly stats in board packet
Randall shared an example of how the monthly usage statistics for the Board packet will be presented beginning in August.
- H. Peoria Journal-Star digitization
Randall is in discussions with Newsbank regarding pricing for access to full-page, key-word searchable scans of the Peoria Journal-Star from 1951-2008.
- I. Door count/circulation update

The visitor total for June 2022 was up 34% over May 2022. The circulation total for the same period was down 1.9%.

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

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

Friends President Margaret Cousin reported that the Friends received the grant funds from DVI as well as their first sponsorship from IL American Water.

COMMITTEE REPORTS

- A. Building Committee – No report
- B. Community Relations Committee – No Report
- 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
 - 1. Committee Chair Roberta Parks referred members to the Strategic Plan updates in the packet. Parks reported that the purpose of the Strategic Plan was being met because progress is being made and plans are moving forward.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

A motion was made by Roberta Parks, seconded by Margaret Cousin, to move into Executive Session at 5:56 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) 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 6:05 pm.

- A. #2022-78: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06).
 - 1. Personnel/Negotiations Committee: Executive Session August 27, 2020
 - 2. Personnel/Negotiations Committee: Executive Session October 8, 2020
 - 3. Personnel/Negotiations Committee: Executive Session October 15, 2020
 - 4. Personnel/Negotiations Committee: Executive Session November 9, 2020
 - 5. Personnel/Negotiations Committee: Executive Session November 17, 2020
 - 6. Executive Committee: Executive Session November 19, 2020
 - 7. Personnel/Negotiations Committee: Executive Session December 10, 2020
 - 8. Regular Board Meeting: Executive Session December 15, 2020

9. Special Board Meeting: Executive Session, December 21, 2020

A motion was made by Lucy Gulley, seconded by Barbara Van Aucken, to destroy all nine recordings listed on the Executive Session agenda as presented. Motion carried unanimously

- B. #2022-79: 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 January 18, 2022

A motion was made by Barbara Van Aucken, seconded by Margaret Cousin to open the minutes listed on the Executive Session agenda as presented. Motion carried unanimously.

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned on a motion by Roberta Parks, seconded by Margaret Cousin at 6:07 pm.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library