

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
August 16, 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, Lucy Gulley, Roberta Parks, and Melissa Sanchez

Board Members Absent: Margaret Cousin, Cathie Neumiller, Barbara Van Auken

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

Others Present: None

CORRESPONDENCE

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

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2022-82: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of July 19, 2022

B. #2022-83: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending July 23, 2022 | \$128,566.53 |
| 2. Payroll for Period Ending August 6, 2022 | \$136,734.89 |
| 3. Regular Expenditures for July 2022 | \$217,290.09 |
| 4. Capital Development Fund Expenditures for July 2022 | \$ 1,968.00 |

C. #2022-84: Request of the Executive Director to Approve Personnel Actions for the periods ending August 12, 2022

D. #2022-85: Request of the Executive Director to Receive and File Finance Reports for the month of July 2022

E. #2022-86: Request of the Executive Director to Receive and File Library Use Statistics for the month of July 2022

President Buck inquired if there was any discussion. Trustee Gulley requested that #2022-83, #2 be removed from the consent agenda for further discussion.

A motion was made by Ruth Bittner, seconded by Roberta Parks to approve Consent Agenda items #2022-82 through #2022-86 (with the exception of #2022-83, #2 which was removed for further discussion). Motion passed unanimously.

#2022-83, #2 Request to Approve Expenditure for Payroll for Period Ending August 6, 2022

Trustee Gulley inquired as to the difference in the two payroll periods. Executive Director Randall Yelverton responded that it was due to personnel changes and that he would verify the details.

A motion was made by Ruth Bittner, seconded by Lucy Gulley to approve the expenditure for the Payroll Period Ending August 6, 2022. Motion passed unanimously.

OTHER ACTION ITEMS

A. #2022-87: Request to approve expenditure of \$11,320.94 from Capital Development to purchase equipment to upgrade the meeting room capabilities at Main Library.

Randall Yelverton reported that as part of the Library's efforts to meet the goals from the Strategic Plan, he and IT Manager Natt Lapsley created a proposal to upgrade the technology equipment in the LL2 Conference Room at Main Library.

A motion was made by Ruth Bittner, seconded by Roberta Parks to approve the expenditure of \$11,320.94 from Capital Development to purchase technology equipment to upgrade the LL2 Conference Room. Motion passed unanimously.

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. CityLink promotion

Public Relations Manager, Jenni Davis, arranged for a partnership with CityLink, the Peoria Public Library, the Fondulac District Library and the Pekin Public Library. During the month of September (Library Card Signup Month) anyone who shows their library card on the bus will get to ride for free. The promotion is called "Fine Free, Fare Free."

C. Meeting with Mayor Ali

Randall Yelverton and Veronica De Fazio met with Mayor Ali at the Lincoln Branch to talk about ongoing library programs and services.

D. Potential ARPA funds for a library project

The Mayor encouraged the Library to apply for ARPA funds that will be distributed for projects throughout the City. Yelverton and a team of managers met to discuss possible projects to propose to the City.

E. Project Next Generation Grant

Branch Manager Cynthia Smith was once again awarded a Project Next Generation grant through the Illinois State Library. This year's project will be based around virtual reality.

F. Summer Reading

Summer reading participants totals are up 15% over 2021. We had 600 attendees at our final party at the Peoria Zoo and 111 attendees at our adult party at our North branch. Yelverton thanked the Friends for their generous and continued support of Summer Reading.

G. Journal-Star digitization

Yelverton continues discussions with NewsBank regarding local newspaper digitization. The Reference Services department has been testing the product and highly recommend adding it to our collection.

H. Door count/circulation totals

The visitor total for July 2022 was up 22.5% over July 2021. The circulation total for the same period was up 4.7%.

I. Upcoming meetings

Community Relations Committee, Tuesday, September 6th, 5:30 pm

Regular Board Meeting, Tuesday, September 20th, 5:30 pm

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

The July Treasurer's report was included in the Board packet. No additional report.

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

Board President, Steve Buck, reported that the committee met for a Stage 3 Grievance hearing. The committee denied the grievance.

- G. Strategic Planning Committee – No Report

PRESENTATION BY THE AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned on a motion by Roberta Parks, seconded by Lucy Gulley at 5:52 pm.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library