MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
October 25, 2022

CALL TO ORDER
Board President Stephen Buck called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:33 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, Cathie Neumiller, and Melissa Sanchez
Board Members Absent: Lucy Gulley, Roberta Parks, and Barbara Van Auken
Library Staff Present: Gray Baker, Technical Services Assistant; Carolyn Conklin, Reference Assistant; Jenni Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Chris Farris, Reference Assistant; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; Jenny Sevier, Reference Manager; and Randall Yelverton, Executive Director
Others Present: None

CORRESPONDENCE
There were no comments regarding correspondence received since the September meeting.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2022-103: Request to Approve Minutes as listed below:
   1. Minutes of the Regular Board meeting of September 20, 2022
   2. Minutes of the Executive Session meeting of September 20, 2022

B. #2022-104: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending September 17, 2022 $125,200.00
   2. Payroll for Period Ending October 1, 2022 $124,650.60
   3. Payroll for Period Ending October 15, 2022 $123,945.23
   4. Regular Expenditures for September 2022 $423,640.45
   5. Capital Development Fund Expenditures for September 2022 $371.19
C. #2022-105: Request of the Executive Director to Approve Personnel Actions for the periods ending October 21, 2022

D. #2022-105: Request of the Executive Director to Receive and File Finance Reports for the month of September 2022

E. #2022-107: Request of the Executive Director to Receive and File Library Use Statistics for the month of September 2022

A motion was made by Margaret Cousin, seconded by Ruth Bittner to approve Consent Agenda items #2022-103 through #2022-107. Motion passed unanimously.

OTHER ACTION ITEMS
None

REPORT OF THE EXECUTIVE DIRECTOR
A. Gift to the library
Through her estate and via the insurance company representing her, Jane Sloman left the Library a gift totaling almost $90,000. The Library is thrilled to have received this request and have shared our thanks with those managing the estate.

B. City supporting library project
The City has agreed to support the upgrades to the computer labs at Main and Lincoln that were pitched to the Mayor a couple of months ago as a potential ARPA-funded project.

C. Increase in property tax revenue
The city reported that the Library’s property tax receipts are increasing 4.8% for the year. While this increase is, in part, due to inflation, it still results in an increase in revenue for 2023.

D. Upcoming Finance Committee meeting
Finance Committee meetings to discuss the budget are scheduled for Tuesday, November 1 and, if needed, Thursday, November 3.

E. Upcoming contract negotiations
The Library received notice from the union that they are ready to begin negotiations. The Library Board’s Negotiations committee will meet in November to discuss the process, as well as potential contract proposals.

F. Annual staff training day
The annual staff training day was held on October 10. Randall Yelverton shared with staff many of the successes of the past year and how they had accomplished them as a team, Unity Point provided training on the proper use of Narcan for overdose intervention, Randy Stevens from IMRF shared information regarding understanding your retirement savings, and a presentation on understanding mental illness was provided. Staff were honored for their years of service to the Library and Jacob Roberts
of the Lincoln Branch, received the Golden Drawer Award for his outstanding service to the library and the community.

G. Portraits of Peoria celebration
An estimated 150 people attended the official unveiling of the Portraits of Peoria. Contributing artists and actors and the people they portrayed were honored during the presentation. A reception followed in the gallery where additional works by the artists were on display.

H. Rock the Vote program
On Monday, October 24, the Library hosted a “Rock the Vote: New Voters Edition” in cooperation with the Peoria County Election Commission and Dr. Cory Barker of Bradley University.

I. ILA Annual Conference
Executive Director Randall Yelverton, Deputy Director Veronica De Fazio, and Programming Librarian Karla Wilkinson attended the ILA Conference in Rosemont. Library advocacy and book challenges/bannings were themes that ran throughout the conference.

J. IT candidate interviews
Interviews for the IT Manager position will be held the last week of October and first week of November.

K. Reviewing Chapters 1-7 of Serving Our Public 4.0
The Board reviewed these chapters in order to meet the requirements of the Per Capita Grant. Upcoming tasks to meet the standards set for public libraries in Illinois, as outlined by Randall Yelverton, included:

- Creating a policy review schedule
- Creating an improved system for gathering community feedback
- Updating the Library’s Mission and Vision
- Reassessing the job descriptions
- Reassessing new employee orientation
- Assessing staffing levels
- Improving accessibility
- Reviewing capital improvement maintenance needs 10, 15, and 20 years out
- Updating the disaster plan and manual, including the addition of scheduled drills
- Clearly marking tornado shelters
- Exploring acquiring the assessment tool Collection HQ to evaluate and develop the Library’s collections in an Intentional manner. Reallocating print budget funds in order to achieve this.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF THE PEORIA PUBLIC LIBRARY
The September Treasurer’s report was included in the packet. Friends of the Library President Cousin reported that the Friends are working on two projects. The first is supplying Dr. Maude A. Sanders Primary School with books for its book vending machine. The second is providing books for two little free libraries that Bethany Smagacz’s family may create to honor her memory.
COMMITTEE REPORTS
   A. Building Committee – No report
   B. Community Relations Committee – report from staff included in the packet
   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 – an overview of progress that was made on the strategic goals for Quarter 3 was included in the packet and reviewed with the Board

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
None

AGENDA BUILDING
None

ADJOURNMENT
The meeting was adjourned on a motion by Margaret Cousin, seconded by Ruth Bittner at 6:07 pm.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library