

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
November 15, 2022

CALL TO ORDER

Board Vice President Cathie Neumiller 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 Vice President requested that all those who are able to please stand and join in saying the Pledge of Allegiance.

ROLL CALL

Board Members Present: Ruth Bittner, Margaret Cousin, Lucy Gulley, Courtney Lee, Cathie Neumiller, Roberta Parks, Melissa Sanchez, and Barbara Van Auken

Board Members Absent: Stephen Buck

Library Staff Present: Gray Baker, Technical Services Assistant; Jenni Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Alyce Jackson, Programming Manager; and Randall Yelverton, Executive Director

Others Present: None

Executive Director Randall Yelverton welcomed new Library Board Trustee Courtney Lee.

CORRESPONDENCE

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

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

- A. #2022-111: Request to Approve Minutes as listed below:
 - 1. Minutes of the Regular Board meeting of October 25, 2022

- B. #2022-112: Request to Approve Expenditures as listed below:
 - 1. Payroll for Period Ending October 29, 2022 \$124,484.00
 - 2. Regular Expenditures for October 2022 \$189,468.72

- C. #2022-113: Request of the Executive Director to Approve Personnel Actions for the periods ending November 11, 2022

- D. #2022-114: Request of the Executive Director to Receive and File Finance Reports for the month of October 2022
- E. #2022-115: Request of the Executive Director to Receive and File Library Use Statistics for the month of October 2022
- F. #2022-116: Establish dates and times for 2023 Regular Board of Library Trustee Meetings
- G. #2022-117: Recommendation from the Administration for the Approval of Holidays and Closings for 2023-24

Executive Director Randall Yelverton requested that item #2022-117 be removed from the consent agenda so that an amended list of holidays and closings could be presented.

A motion was made by Barbara Van Auken, seconded by Margaret Cousin to approve Consent Agenda items #2022-111 through #2022-116 (with the exception of #2022-117 which was removed for further discussion). Motion passed unanimously.

#2022-117: Recommendation from the Administration for the Approval of Holidays and Closing for 2023-24 Yelverton presented an amended list of holidays that reflected changes that were in line with how the Library approached Christmas Eve in 2016 (the last time it fell on a Sunday).

A motion was made by Barbara Van Auken, seconded by Margaret Cousin to approve the amended list of 2023-24 holidays and closings. Motion passed unanimously.

ACTION ITEMS

A. #2022-118: Oath of Office

Courtney Lee signed the Board of Library Trustees Oath of Office.

B. #2022-124: Late Opening – December 12

Yelverton requested that all Library locations open at 11:00 am on Monday, December 12 so that the staff may attend a holiday breakfast at the Main Library. He thanked the Friends for providing some of the funds to cover the cost of the breakfast.

A motion was made by Roberta Parks, seconded by Melissa Sanchez to approve the late opening of the Library on December 12 for a staff holiday breakfast. 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. Welcome to Courtney Lee, our newest board member

Yelverton and De Fazio met with Courtney Lee on Wednesday, November 9 for Board Orientation and to give her a tour of the Main Library. Welcome Courtney!

C. Election events at the library

The Library was an early voting location as well as an election day polling place. The North branch had a ballot drop off box as well.

D. Peoria Public Library spots to air on WTVP

The Library worked with WTVP, the local PBS station, to create, at no cost to the Library, spots that will air around their children's programming. These spots feature the children of PPL staff talking about why they love Peoria Public Library and how easy it is to get a library card. The ads will start airing this month, just in time for National Family Literacy Month.

E. Sherri Duskey Rinker to speak at Peoria Public Library

The Library held a joint event with Peoria Public Schools to bring best-selling children's author Sherri Duskey Rinker to Peoria. Rinker is the Chicago-based author of books such as *Goodnight, Goodnight Construction Site*; *Steam Train, Dream Train* and *Construction Site: Farming Strong, All Year Long*, which officially launches on November 15.

F. Upcoming contract negotiations

Yelverton and De Fazio recently met with the Library's attorneys to discuss the upcoming union contract negotiations.

G. Potential presentation at library conference

The Library is submitting the "Fine Free + Fare Free" initiative to the Illinois Library Association's Reaching Forward conference as a potential panel discussion. The conference is an opportunity for the state's frontline staff to gather, network, and share ideas and best practices. Submissions are due this month, but the conference isn't until May 2023.

H. Veronica DeFazio speaks on book bans to NPR radio

On October 17, De Fazio was part of a panel that discussed how book bannings are affecting libraries across the state as part of "The 21st Show" on Illinois NPR WILL100. She spoke about the process that libraries use when they receive a materials challenge, how the focus of the public has changed since her tenure as ILA President (2019-2020), and the Book Banning Controversy that struck the Illinois State Library in 1953. The

entire interview can be heard here: <https://will.illinois.edu/21stshow/story/librarian-check-in>.

I. IT Manager opening

Interviews for the open IT Manager position are completed. An announcement is forthcoming.

J. Door count and circulation

The visitor total for October 2022 was up 16.3% over October 2021. The circulation total for the same period was down 5.7%.

K. Reviewing Chapters 8-13 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 Yelverton, included:

- Additional promotion of the offerings available via Inter-Library Loan
- Review of the Reference Services policy
- Making staff more aware of continuing education offerings and supporting this effort with an increase in the Travel, Education, and Meetings budget line
- Continuing the efforts to ensure that the programming offered reflects the diversity of our community
- Working to increase the diversity within our collections and improving the tools provided to staff to make this possible
- Updating the computer labs at the Main Library and Lincoln branch
- Providing computer instruction classes for the public
- Reviewing the Internet Use Policy in 2023
- Increasing the staff and Board knowledge of the work done by the Public Relations department

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

The October Treasurer's report as well as the Annual Report were included in the packet. Friends of the Library President, Margaret Cousin, reviewed the Annual Report. Highlighted were the fact that the Friends supported \$65,000 in Library activities in 2022 and the need for the Library to look for additional community sources for funding and support.

X. Committee Reports

A. Building Committee – No Report

B. Community Relations Committee

1. October Staff Report

Committee Chair Barbara Van Auken reviewed the decision to only hold meetings when there is a matter that needs to be discussed or a vote to be taken. In lieu of the regularly scheduled meetings, the staff will compile a list

of Library activities to be shared with the committee and the Board each month.

C. Executive Committee – No Report

D. Finance Committee

1. **#2022-119:** Report of the meeting of November 1, 2022 – no report. Information was covered in #3 below.

2. **#2022-120: Amend the 2022 Budget**

A motion was made by Barbara Van Auken, seconded by Roberta Parks to amend the 2022 budget as presented. Motion passed unanimously.

3. **#2022-121: Approve the 2023 Budget**

Yelverton presented the draft budget that was recommended by the Finance Committee. It was requested that in the future the Revenue also be included in the presentation.

A motion was made by Barbara Van Auken, seconded by Roberta Parks to accept the 2023 budget as recommended by the Finance Committee. Motion passed unanimously.

4. **#2022-122: Adopt Resolution to Continue the Capital Development Fund**

A motion was made by Barbara Van Auken, seconded by Roberta Parks to adopt resolution #2022-122 to continue the Capital Development Fund as presented. Motion passed unanimously.

5. **#2022-123: Adopt Resolution to Encumber 2022 Funds**

A motion was made by Roberta Parks, seconded by Barbara Van Auken to adopt resolution #2022-123 to encumber 2022 funds as presented. Motion passed unanimously.

E. Nominating/Appeals Committee – No Report

F. Personnel/Negotiations Committee

In light of negotiations not beginning until November 29, the Negotiations Committee meeting scheduled for November 17 has been cancelled.

G. Strategic Planning Committee

Committee Chair Roberta Parks tasked Yelverton with creating new goals for 2023 that can be shared at a Strategic Planning Committee meeting to be held before the January Board of Library Trustees meeting.

PRESENTATION BY THE AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNAMENT

The meeting was adjourned at 6:15 pm.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library