

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
April 16, 2019**

CALL TO ORDER

Board President Jeanne Williamson called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:00 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 her in saying the Pledge of Allegiance.

ROLL CALL

Board Members Present: Patricia A. Barton, Stephen M. Buck, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Dr. Shiraz Khaiser

Library Staff Present: Carolyn Conklin, Reference Assistant; Michelle Decker, Administrative Assistant; Kris Holden, Finance and Budget Coordinator; Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; Jenny Sevier, Manager of Reference Services; and Randall Yelverton, Executive Director

Others Present: None

CORRESPONDENCE TO THE BOARD

Board President Jeanne Williamson passed the correspondence folder among the Board members, noting that it includes two very nice thank you notes as well as coverage of Teri Miller promoting National Bookmobile Day and a thank you email from the Amy Krouse Rosenthal Foundation regarding the selection of *Little Pea* as the winner of the March Madness children's book competition at Lakeview Branch.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2019-28: Request to Approve Minutes as listed below:

1. Minutes of the Finance Committee meeting of November 19, 2018
2. Minutes of the Community Relations Committee meeting of March 5, 2019
3. Minutes of the Regular Board meeting of March 19, 2019
4. Minutes of the Regular Board meeting Executive Session of March 19, 2019

- B. #2019-29: Request to Approve Expenditures as listed below:
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| 1. Payroll for Period Ending March 20, 2019 | \$ 142,841.19 |
| 2. Payroll for Period Ending April 5, 2019 | \$ 149,004.96 |
| 3. Regular Expenditures for April 2019 | \$ 497,186.64 |
| 4. Capital Development Fund Expenditures for April 2019 | \$ 23,871.87 |
- C. #2019-30: Request of the Executive Director to Approve Personnel Actions for the period ending April 12, 2019
- D. #2019-31: Finance Report from the Executive Director for the month of March 2019 with Request to Receive and File
- E. #2019-32: Library Use Statistics from the Executive Director for the month of March 2019 with Request to Receive and File

Mrs. Williamson asked Board members if they wished to have any Consent Agenda items removed for further discussion. Hearing none, a motion was made by Margaret Cousin, seconded by Pat Barton, to approve Consent Agenda items #2019-28 through #2019-32 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

None

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
Randall Yelverton drew Board members' attention to the monthly programming report in their packet.
- B. Progress Report on 2019 Peoria Public Library Goals
Roberta Koscielski drew Board members' attention to the first quarter progress report on Library goals. She noted that North Branch had an increase in door count for first quarter 2019 as compared with first quarter 2018 and McClure Branch had an increase in circulation for first quarter 2019 as compared with first quarter 2018. She added that the page following the goals report is a chart of book clubs offered by or at Peoria Public Library. Information provided for each club includes the name of the book club, who runs it, where and when it meets, how long it has been in existence, and what kinds of books are read and discussed.
- C. Align Peoria
Randall reported that he and Alyce Jackson have been attending the Align Peoria meetings. There will be a collaborative kick-off event for the Summer Reading Program on Saturday, June 1 at Lakeview Branch. Randall thanked Alyce for her work on this committee.

D. Interviews

Randall reported that interviews for the Administrative Assistant position have begun today and interviews are being scheduled for the Public Relations Manager position. Michelle Decker is training with Kris Holden as Michelle will become the Finance and Budget Coordinator as of May 1. Board members were reminded that the retirement party for Kris Holden will be held on Tuesday, April 30 from 2:30 to 4:30 in the Lower Level 2 Conference Room at Main Library.

E. Joint Advisory Committee

Randall reported that the committee met on April 3 and he presented the results of the market comparability study. Randall contacted ten comparable public libraries to request the minimum and maximum salaries for each position comparable to positions held by Peoria Public Library AFSCME members. Based on the results of this study, pay grade minimums and maximums will be increased as needed per the Collective Bargaining Agreement.

F. 10-Week Check-ins

Randall reported that the managers have completed the check-ins with their staff members and now he and Roberta are meeting with the managers they each supervise.

G. Kiwanis

Randall reported that he spoke to the Kiwanis Club recently as a result of an invitation from Kiwanis Club member Norm Burdick. Randall thanked Norm for extending this invitation to him.

H. Community Leadership School

Randall reported that Community Leadership School is wrapping up and he thanked the Board for the opportunity to participate in it. Lucy Gulley will be attending the Community Leadership School graduation ceremony on April 24.

I. Other

Randall reported that he and Roberta will be meeting with the individual recommended by the Board at the end of this month. He added that Peoria Public Library March door count was slightly up over March 2018.

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

Margaret Cousin drew Board members' attention to the April 2019 Friends Liaison Report and highlighted the following items:

- As it was Dave Weiss' last Board meeting, he was commemorated with a proclamation from Mayor Ardis read and presented to Dave by Council Member Sid Ruckriegel.
- The Friends Board is paying for a StoryWalk post in Dave Weiss' name. Twenty posts have been sold so far. Margaret thanked Alyce Jackson and the Board members who

have worked on this project. At the grand opening of the StoryWalk, a photo will be taken of each donor with their post. Gwen Ayler, who with Katy Bauml, had the idea to bring StoryWalk to Peoria, is sponsoring a post to honor her great-grandmother who taught her to read. Alyce will amend the StoryWalk flyer when the next StoryWalk site is selected and she will contact the Board and all of the donors when the date of the grand opening is selected.

COMMITTEE REPORTS (alphabetical listing of committee reports follow the agenda)

The Building/Long-Range Planning, Executive, Finance, and Nominating/Appeals committees did not have a report.

B. Community Relations Committee

1. Report of the meeting of April 2, 2019

Barbara Van Auken thanked Pat Barton for her work in getting multiple StoryWalk sponsors. A discussion of *The Library Book* by Susan Orlean facilitated by Terry Bibb Knight will be held on Wednesday, May 29 at 6:00 p.m. at North Branch. A discussion of *Becoming* by Michelle Obama will be scheduled for a future date. The reception for the new Manager of North Branch will be held on April 25 from 5:00 p.m. to 6:30 p.m. at North Branch. The book shipments to the Jwaneng Public Library in Botswana have been successful and this program is coming to an end. The committee is looking for a new project to meet a local need. Jeanne noted that Instagram is a good way to find out what the Library is doing. Early voting at Main Library was successful and the Election Commission indicated that Main Library will continue to be an early voting location. Because of the Library's involvement with Align Peoria, Peoria Public Schools will be encouraging people to sign up for Summer Reading at Peoria Public Library.

D. Finance Committee

1. Report of the meeting of March 26, 2019

Norm Burdick reported that because of possible upcoming decreases in revenues, the Finance Committee has asked Randall to come up with a forecast based on decreases in revenues each year for three years. Norm added that the committee wants to get out ahead of this. The next meeting of the Finance Committee has been scheduled for April 23 at 5:00 p.m.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

None

#2019-35: ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Pat Barton, that this meeting be adjourned at 5:22 p.m. Motion carried.

Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library