

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
August 20, 2019

CALL TO ORDER

Board President Jeanne Williamson called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:02 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: Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Mandar Pattekar, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Patricia A. Barton and Dr. Shiraz Khaiser

Library Staff Present: Jennifer Davis; Manager of Public Relations; Michelle Decker, Budget & Finance Coordinator; Chris Farris, Reference Assistant; Elise Hearn, Manager of Lakeview Branch; Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; Jennifer Sevier, Manager of Reference Services; Nancy Spencer, Administrative Assistant; 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 included nice thank you notes from a couple who had some of their wedding photos taken inside Lincoln Branch and from Communication Junction for inviting them to present a program at McClure Branch. Local publicity pieces included a shout out to Chris Farris for information provided to the *Journal Star* to enhance an article, coverage of the Lincoln Branch Bike Giveaway by WCBU, an announcement of a Project Next Generation grant awarded to Lincoln Branch, and coverage of Male Mentor Mondays which are held at Lincoln Branch. The folder also included a copy of the August 2019 issue of *ILA Reporter* which contains a feature article by Gwen Ayler and Katy Bauml about the StoryWalk® in Columbia Park next to McClure Branch. Jeanne Williamson indicated that she will give her personal copy of this magazine to Representative Ryan Spain who is pictured on the cover with his daughter on the day of the ribbon cutting.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

- A. #2019-70: Request to Approve Minutes as listed below:
1. Minutes of the Personnel/Negotiations Committee meeting of November 27, 2018
 2. Minutes of the Community Relations Committee meeting of July 2, 2019
 3. Minutes of the Regular Board meeting of July 16, 2019
 4. Minutes of the Regular Board meeting Executive Session of July 16, 2019
 5. Minutes of the Personnel/Negotiations Committee meeting of July 25, 2019
 6. Minutes of the Personnel/Negotiations Committee meeting Executive Session of July 25, 2019
- B. #2019-71: Request to Approve Expenditures as listed below:
- | | |
|----------------------------------------------------------|---------------|
| 1. Payroll for Period Ending July 20, 2019 | \$ 143,231.91 |
| 2. Payroll for Period Ending August 5, 2019 | \$ 141,714.33 |
| 3. Regular Expenditures for August 2019 | \$ 245,471.98 |
| 4. Capital Development Fund Expenditures for August 2019 | \$ 12,665.54 |
- C. #2019-72: Request of the Executive Director to Approve Personnel Actions for the period ending August 16, 2019
- D. #2019-73: Finance Report from the Executive Director for the month of July 2019 with Request to Receive and File
- E. #2019-74: Library Use Statistics from the Executive Director for the month of July 2019 with Request to Receive and File
- F. #2019-75: Request to Approve the Destruction of the following Executive Session Meetings Recordings:
- Personnel/Negotiations Committee: Executive Session October 4, 2017
 - Regular Board Meeting: Executive Session October 17, 2017
 - Building Committee: Executive Session November 16, 2017
 - Personnel/Negotiations Committee: Executive Session November 28, 2017
 - Personnel/Negotiations Committee: Executive Session December 12, 2017
 - Building Committee: Executive Session December 14, 2017
 - Regular Board Meeting: Executive Session December 19, 2017
- G. #2019-76: Request to Approve that the Minutes of the following Executive Session Meetings Remain Closed:
- Regular Board Meeting: Executive Session February 19, 2019
 - Regular Board Meeting: Executive Session March 19, 2019
 - Regular Board Meeting: Executive Session May 28, 2019

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 Lucy Gulley, to approve Consent Agenda items #2019-70 through #2019-76 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

A. Agenda Report

1. #2019-77: Approval of Executive Director Goals

Jeanne Williamson reported that the proposed goals had already been reviewed by the Executive Committee. Randall Yelverton noted that the proposed Media Lab is early in the planning stages and will require fundraising. A motion was made by Stephen Buck, seconded by Tiffanie Duncan, to approve the Executive Director goals as presented. Motion carried by viva voce vote.

Barbara Van Auken entered the meeting at 5:15 p.m.

2. #2019-78: Bid Packet for Lincoln Branch Roof

Randall Yelverton informed Board members that the roof on the Carnegie portion of Lincoln Branch needs to be replaced. We need assistance in preparing the bidding documents and going through the bidding process. Randall received a bid packet from Farnsworth Group in the amount of \$5,450 that would cover the above-mentioned work as well as information to be presented to the City of Peoria along with our application for a Certificate of Appropriateness for the project. Margaret Cousin noted that this project should be on the agenda of the Historic Preservation Committee for their end-of-September meeting. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to accept the bid packet from Farnsworth Group in the amount of \$5,450 as presented. Motion carried by viva voce vote.

3. #2019-79: Request for a First Reading Review of a Recommendation from the Administration to Adopt a Revised Employee Time Tracking Policy

Roberta Koscielski reported that this policy, adopted in February 2013, required updates of job titles and a committee name. No content is being modified. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to accept the first reading of the revised Employee Time Tracking Policy and present it at the September Board meeting for approval. Motion carried by viva voce vote.

4. #2019-80: Request for a First Reading Review of a Recommendation from the Administration to Adopt a Revised Public Computer and Internet Policy

Roberta Koscielski reported that this policy, last revised in December 2016, required updates of job titles as well as clarification of the Procedures section. Roberta thanked Manager of Reference Services Jenny Sevier for her assistance in updating this policy. A motion was made by Margaret Cousin, seconded by Tiffanie Duncan, to accept the first reading of the revised Public Access Computer and Internet Policy and present it at the September Board meeting for approval. Motion carried by viva voce vote.

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. Summer Reading Final Numbers

Randall Yelverton reported that participation in the Summer Reading program was up over 20% this year.

C. Summer Reading Parties

Randall reported that we had 1,004 attendees at the Family Party at Peoria Riverfront Museum, a 16% increase over last year's party. We had 114 attendees at our new Adult Summer Reading Party. Revisiting the idea of having a separate party for adults was suggested by Reference Assistant Katy Bauml. The party featured food trucks, live music, games, and henna tattoos.

D. Meeting with Assistant City Manager

Randall reported that he met with Assistant City Manager Deborah Roethler to continue developing good relationships with City staff members. They discussed Peoria Public Library's role in the city's strategic planning process.

E. Meeting with Greater Peoria Economic Development Council

Randall reported that he met with Chris Setti from the GPEDC and he and Alyce Jackson provided a tour of the meeting rooms at Main Library to increase awareness of the meeting spaces at all of our library locations.

F. Meeting with Peoria Innovation Alliance

Randall reported that he and Jenni Davis met with Jake Hamman, Executive Director of the PIA, and they discussed the possibility of housing a virtual reality lab at the library.

G. Media Lab at Main Library

As a result of the meetings described above, Randall reported that he and Jenni Davis have begun to work with Jake Hamman, Peoria Innovation Alliance, and Andrew Ngui, GPEDC, to discuss the possibility of creating a media lab at Main Library.

H. Technical Services Openings

Randall reported that he and Roberta will begin interviewing for the Manager of Technical Services and the part-time Technical Services Assistant positions this week.

I. Partnership with Northwoods Mall

Randal reported that there is now a Book Nook at Northwoods Mall in front of Round One that is stocked with mostly children's books for visitors to enjoy in the mall. We will also provide library promotional materials for this area.

Dr. Mandar Pattekar entered the meeting at 5:25 p.m. Jeanne Williamson welcomed him as a new Board member.

J. Strategic Planning

Randall reported that he will soon begin working with the Board and Management Team on a strategic plan for the Library. Jeanne Williamson appointed Lucy Gulley as Chair, and Pat Barton, Margaret Cousin, and Tiffanie Duncan as members of the Strategic Planning Subcommittee. She asked that they come up with a tentative strategic plan and bring it back to the full Board.

K. FY 2020 Requirements for Illinois Public Library Per Capita Grants

Roberta reported that the final two requirements for the FY 2020 Per Capita grant application are to complete at least one free online opportunity focusing on organizational management and to be familiar with services provided by the Digital Public Library of America and the Illinois Digital Archives. Margaret Cousin and Roberta Koscielski will provide information to Board members and library staff to fulfill these requirements.

L. Other

None

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

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

- Jenni Davis requested start-up funding not to exceed \$450 for a newspaper project supervised by Katy Bauml and Adam Scachette, created by the Kids Advisory Committee at Lakeview Branch – and potentially including any middle schooler from any other PPL facility – from online software called **Newspaperclub.com**. The funds will cover a 300-copy minimum order, plus shipping and incidentals such as notebooks, and the first edition will include upcoming events, book reviews, original art, fun facts about PPL, comics, and more. All work will be accomplished by kids, with content editing from the Library, and distributed to all facilities. No contract is involved.
- Additional approved funding requests included: \$150 to purchase 150 books for the barbershops which participate in the Barbers Love Books program; and \$100 for additional StoryWalk® books.
- Jamie Jones at McClure Branch and Cynthia Smith at Lincoln Branch will begin communicating directly with Connie Colvin, Manager of Friendly Finds, regarding issues such as author selections, restocking, and pricing for their Friends shelves. North Branch and Lakeview Branch are mostly autonomous.
- The Friends of Peoria Public Library appreciates the enthusiasm of Jenni Davis in offering posters and online public relations to the Friends. More donations to Friends means more money to support Peoria Public Library!

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 August 6, 2019

Committee Chair Barbara Van Auken reported that Randall wrote a request to Rotary to fund a StoryWalk® at Lincoln Branch. Barbara spoke with the City Manager who indicated that there were no problems with using the land around Lincoln Branch for this project. Randall noted that Public Works will install the posts for the project. This work would occur in the Spring. To encourage further collaboration with Peoria neighborhood associations, Barbara recommended that a Peoria Public Library Speaker's Bureau be established. Neighborhood associations can tell the Library what kind of program they would like to have and we can supply the speaker(s).

2. #2019-81: Recommendation to Proceed with Installation of Gift of Hope bench at McClure Branch

Barbara Van Auken reported that last month the Gift of Hope Organ & Tissue Donor Network contacted Jamie Jones on behalf of a local family that wants to have a memorial bench in honor of their loved one placed at McClure Branch. Peoria Public Library would incur absolutely no charges for the bench, cement slab, memorial plaque, delivery fees, etc. Roberta will find out whether there will be any maintenance required for the bench. A motion was made by Margaret Cousin, seconded by Tiffanie Duncan, to adopt resolution #2019-81 to approve the installation of a Gift of Hope bench at McClure Branch as presented. Motion carried by viva voce vote.

F. Personnel/Negotiations Committee

1. Report of the meeting of July 25, 2019

2. Report of the meeting of August 13, 2019

Committee Chair Tiffanie Duncan reported that these meetings were held to begin reviewing the current union contract and receive a rundown from Randall regarding timelines.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

Barbara Van Auken said she read an interesting article from the *New York Times* about libraries becoming tourist destinations and she will email it to Board members and administration.

Randall Yelverton drew Board members' attention to the new design and format of the monthly Passages newsletter which features less text and more photos. Library staff will ensure that all Board members receive issues of Passages via email.

EXECUTIVE SESSION

None

AGENDA BUILDING

None

#2019-84: ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Lucy Gulley, that this meeting be adjourned at 6:43 p.m. Motion carried.

Pat Barton, Secretary
Board of Library Trustees
Peoria Public Library