

**MINUTES**  
**REGULAR MEETING**  
**BOARD OF LIBRARY TRUSTEES**  
**PEORIA PUBLIC LIBRARY**  
December 17, 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, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Mandar Pattekar, Dr. Arun C. Pinto, and Jeanne Williamson

Board Members Present via Audio Conference: Barbara Van Auken

Board Members Absent: None

Library Staff Present: Jennifer Davis, Manager of Public Relations; Chris Farris, Reference Assistant; 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

Board President Jeanne Williamson called for a motion that Barbara Van Auken be permitted to participate electronically because of personal illness or disability. Pat Barton made this motion, seconded by Margaret Cousin. Motion carried by viva voce vote of those members physically present.

**CORRESPONDENCE TO THE BOARD**

Board President Jeanne Williamson passed the correspondence folder among the Board members, noting that it included the following four items:

- Thank you note to Alyce Jackson from Arts Partners for hosting the Arts Roundtable;
- Thank you note from Edith Barnard complimenting Jennifer Jacobsen-Wood;
- Article by Amber Lowery published in the December 2019 issue of ILA Reporter;
- Article in Peoria County Chronicle including PPL holiday programs and hours.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

## **CONSENT AGENDA**

- A. #2019-118: Request to Approve Minutes as listed below:
1. Minutes of the Personnel/Negotiations Committee meeting of August 13, 2019
  2. Minutes of the Personnel/Negotiations Committee meeting Executive Session of August 13, 2019
  3. Minutes of the Community Relations Committee meeting of October 1, 2019
  4. Minutes of the Building Committee meeting of October 29, 2019
  5. Minutes of the Regular Board meeting of November 19, 2019
- B. #2019-119: Request to Approve Expenditures as listed below:
- |  |               |
|--|---------------|
| 1. Payroll for Period Ending November 20, 2019             | \$ 140,050.01 |
| 2. Payroll for Period Ending December 5, 2019              | \$ 139,971.61 |
| 3. Regular Expenditures for December 2019                  | \$ 205,708.92 |
| 4. Capital Development Fund Expenditures for December 2019 | \$ 4,785.00   |
| 5. Payroll, Pay for Performance December 5, 2019           | \$ 36,003.33  |
- C. #2019-120: Request of the Executive Director to Approve Personnel Actions for the period ending December 13, 2019
- D. #2019-121: Finance Report from the Executive Director for the month of November 2019 with Request to Receive and File
- E. #2019-122: Library Use Statistics from the Executive Director for the month of November 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 Tiffanie Duncan, to approve Consent Agenda items #2019-118 through #2019-122 as presented. Motion carried by viva voce vote.

## **OTHER ACTION ITEMS**

- A. Agenda Report
1. #2019-123: First Reading Review of a Recommendation from the Administration to Adopt 2020 Peoria Public Library Goals  
Randall Yelverton informed Board members that he is recommending that most of the goals remain the same. He requests the revision of the fourth bullet point of goal 2 to read, "Update Library programs, services, and spaces to meet patron needs." This bullet point would cover projects such as the media lab. A motion was made by Margaret Cousin, seconded by Dr. Arun Pinto, that the first reading review of the 2020 Peoria Public Library Goals be approved as presented. Motion carried by viva voce vote.
  2. #2019-124: First Reading Review of a Recommendation from the Administration to Adopt Revised Peoria Public Library By-Laws

Randall Yelverton reminded Board members that this revision was requested by the Board at the November Board meeting. The recommended revision deletes the Long-Range Planning Committee and establishes the Strategic Planning committee as a separate committee. Pat Barton also recommended that the strategic plan should be reviewed annually rather than regularly. A motion was made by Pat Barton, seconded by Margaret Cousin, that the first reading review of the revised Peoria Public Library By-Laws be approved with the replacement of the word “regular” with “annual” on page 7. 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. New Digital Services**

Randall reported that the new digital services Hoopla and RB Digital are now active. He has been doing interviews and a press release was sent describing these new services.

### **C. Media Lab Meeting**

Randall reported that he hosted an informational meeting at Main Library in cooperation with the Peoria Innovation Alliance to introduce the media lab project and build partnerships. He noted that Board members Jeanne Williamson, Lucy Gulley, and Margaret Cousin as well as Mayor Ardis attended this meeting. Barbara Van Auken asked about having a Board Liaison for this project and requested that the media lab is kept on the Community Relations Committee agenda.

### **D. Staffing Update**

Randall reported that Jennifer Jacobsen-Wood began duties as the Manager of Technical Services today, Jamie Jones began as Manager of North Branch yesterday, and Sarah Couri began as Manager of McClure Branch yesterday.

### **E. Collection Development Analysis**

Randall reported that he, Roberta, and Robin Helenthal have begun working on the collection management process via the creation and review of statistical reports.

### **F. Holiday Party**

Randall thanked Alyce Jackson, Karla Wilkinson, and Jenny Sevier for their work on the Holiday Party and he also thanked the Board members who attended the party.

### **G. Community Leadership School**

Randall reported that Jennifer Jacobsen-Wood will attend Community Leadership School in 2020 and Randall will serve as a planner and mentor for it.

### **H. Ongoing Projects of Note**

Randall reported that ongoing projects include the roof at Lincoln Branch, as well as planned StoryWalks® at Lincoln Branch and North Branch. Farnsworth will be sending us more information for the Lincoln Branch roof as they prepare the bid specifications. Lincoln Branch StoryWalk® preparation will begin in January, and the Building Committee has been discussing potential StoryWalk® locations at North Branch.

**I. Other**

Randall reported that Roberta Koscielski did a media interview with Scripps this morning regarding Peoria Public Library's response to the opioid crisis. He will send out the link to the interview when it is available. Dr. Arun Pinto asked whether staff have received mental health awareness training and suggested contacting the Human Service Center for such training.

Randall also reported that he has heard from the new AFSCME representative and he will get dates from them and begin to schedule meetings.

Randall added that he plans to meet with staff members regarding strategic planning in January.

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

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

- Friends are discussing specific ways to increase revenues and to advertise for more volunteers and donations;
- Jenni Davis is making sure that In the Library Loop mentions the Friends each month and that Friends membership flyers are up-to-date;
- Randy Turner in IT will help Friends procure the appropriate technology, such as a tablet or something similar, so they can use the PayPal card reader they have acquired;
- Nancy Spencer is updating the membership and prospective members list;
- It was suggested that the Little Free Library at the Civic Center be relocated to the new Ronald MacDonald House, as placement at the Civic Center has not been a total success in terms of frequency of use and visibility. This topic will be added to the January Community Relations Committee meeting for discussion.

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

The Executive, Nominating/Appeals, Personnel/Negotiations, and Strategic Planning Committees did not have a report.

**A. Building/Long-Range Planning Committee**

**1. Report of the meeting of December 10, 2019**

Committee Chair Margaret Cousin reported:

- Regarding the HVAC project, issues are still pending and e-mails are out to all parties involved;

- Farnsworth Group is working on the bid package for the roof at Lincoln Branch;
- A 20-post StoryWalk® is now planned for 2020. Security issues, fire lane proximity codes, and exterior door ingress and egress were all discussed. Margaret Cousin will write a thank you note to each donor of a StoryWalk® post;
- The application regarding the siding at North Branch is still in progress;
- Randall reported on the tour of the proposed media lab;
- The fireplace at North Branch will be used daily during the cold months of the year;
- Committee members directed Jay to begin replacing the current emergency lights with modestly-priced, aesthetically-acceptable interior emergency lighting. The emergency lights presently in use at North Branch are wearing out and extremely costly per unit.

#### B. Community Relations Committee

##### 1. Report of the meeting of December 3, 2019

Committee Vice Chair Tiffanie Duncan reported:

- Committee members discussed the current usage of and who is responsible for the current Little Free Libraries;
- Randall reported on the status of the proposed media lab;
- Information on updating of the PPL website will be brought to the January meeting;
- Work will begin on marketing strategies such as bookmarks or receipts showing how much is saved by using the resources of the Library;
- Local artwork artists are being booked to hang their artwork from the atrium “hook;”
- Jenni Davis sent out invitations to neighborhood associations to have a representative of the Library speak at their meetings. Randall spoke at the Idyllbrook Neighborhood Association meeting and Reference Assistant Gwen Ayler spoke at the West Central Neighborhood Association meeting.

#### D. Finance Committee

##### 1. #2019-125: Adopt Resolution to Continue the Capital Development Fund

A motion was made by Stephen Buck, seconded by Barbara Van Auken, to adopt resolution #2019-125 to continue the Capital Development Fund as presented. Motion carried by viva voce vote.

##### 2. #2019-126: Adopt Resolution to Encumber 2019 Funds

A motion was made by Dr. Arun Pinto, seconded by Lucy Gulley, to adopt resolution #2019-126 to encumber 2019 funds as presented. Motion carried by viva voce vote.

### **PRESENTATION BY AUDIENCE**

None

### **EXECUTIVE SESSION**

A motion was made by Margaret Cousin, seconded by Pat Barton, to move into Executive Session at 5:45 p.m. for the purpose of authorizing the destruction of lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06)

effective January 1, 2004 (5ILCS 120 2(c)(21)); reviewing and discussing minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120 2(c)(21)); and discussing personnel matters (5ILCS 120/2(c)(1)).

Motion carried by viva voce vote.

### **RETURN FROM EXECUTIVE SESSION**

The Board returned from Executive Session at 5:53 p.m. and the following action was taken.

- A. #2010-128: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93-0523 (2.06) effective January 1, 2004 (5ILCS 120/2(c)(21))

A motion was made by Dr. Mandar Pattekar, seconded by Lucy Gulley, to destroy the tapes of the following meetings:

1. Personnel/Negotiations Committee: Executive Session January 2, 2018
  - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
2. Personnel/Negotiations Committee: Executive Session January 23, 2018
  - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
3. Personnel/Negotiations Committee: Executive Session January 25, 2018
  - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
4. Building Committee: Executive Session February 15, 2018
  - a. Discussion for the purpose of discussing real property (5ILCS 120/2(c)(5))
5. Regular Board Meeting: Executive Session April 17, 2018
  - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
6. Special Board Meeting: Executive Session June 2, 2018
  - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))

Motion carried by viva voce vote.

The January Consent Agenda will include approval regarding the Executive Session minutes that were reviewed during tonight's Executive Session.

### **AGENDA BUILDING**

At the January Board meeting, there will be an Executive Session for Randall Yelverton's mid-year evaluation.

### **#2019-131: ADJOURNMENT**

A motion was made by Dr. Arun Pinto, seconded by Lucy Gulley, that this meeting be adjourned at 5:59 p.m. Motion carried.

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Pat Barton, Secretary  
Board of Library Trustees  
Peoria Public Library