

MINUTES
ANNUAL MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
January 15, 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 of Main Library, 107 Northeast 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, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Shiraz Khaier, and Jeanne Williamson

Board Members Absent: Stephen M. Buck and Barbara Van Auken

Library Staff Present: Carolyn Conklin, Reference Assistant; Michelle Decker, Administrative Assistant; Liza Hickey, Manager of Technical Services; 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 a thank you letter from the Executive Director of RAILS to Roberta Koscielski for reviewing and analyzing the recent round of RAILS Partnership Grant applications.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2019-01: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of December 18, 2018

B. #2019-02: Request to Approve Expenditures as listed below:

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|-----------------------------------------------------------|---------------|
| 1. Payroll for Period Ending December 20, 2018 | \$ 144,120.36 |
| 2. Payroll, Attendance Bonuses December 31, 2018 | \$ 4,250.00 |
| 3. City's CIP Bond Expenditure (HVAC Project) | \$ 116,202.30 |
| 4. Regular Expenditures for January 2019 | \$ 188,851.56 |
| 5. Capital Development Fund Expenditures for January 2019 | \$ 1,915.00 |
| 6. 2018 Obligated Fund Expenditures – January | \$ 106,877.53 |

- C. #2019-03: Request of the Executive Director to Approve Personnel Actions for the period ending January 11, 2019
- D. #2019-04: Finance Report from the Executive Director for the month of December 2018 with Request to Receive and File
- E. #2019-05: Library Use Statistics from the Executive Director for the month of December 2018 with Request to Receive and File
- F. #2019-06: Establish dates and times for 2019 Regular Board of Library Trustees meetings

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 #2019-01 through #2019-06 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. He reported that the annual Countdown to Noon program, which included a balloon drop to celebrate the New Year, at Lakeview Branch on December 31 attracted 162 people.
- B. No Smoking Policy
Randall Yelverton reported that we are already seeing the positive effects of this new policy, including fewer loiterers at Main Library.
- C. Customer Satisfaction
Randall Yelverton reported that he is working with Trisha Noack to create a brief, easy-to-do survey for the collection of responses throughout the year with the goal of constant improvement of customer service.
- D. North Branch Manager
Randall reported that Jennifer Jacobsen-Wood will begin duties as the Manager of North Branch on Tuesday, January 22. All locations of Peoria Public Library will be closed in observance of Martin Luther King Jr. Day on Monday, January 21. Norm Burdick suggested that a reception for the new Branch Manager be held at North Branch sometime after the February Board meeting.
- E. Door Count
Randall reported increases in door counts at our locations other than Main Library again in December.

F. HVAC Update

Randall reports that the construction crew continues to work on balancing the system.

G. Oath of Office

Roberta Koscielski reminded Board members to read and sign their Oath of Office form. After Board Secretary Stephen Buck signs each of them, they will be placed in the Board of Trustees files in the Administrative Office.

H. Statements of Economic Interest

Roberta informed Board members that each Board member will receive a paper form in the mail that can be completed and returned to the County Clerk's Office or they can choose to file electronically. Instructions on filing electronically will be provided by the County Clerk's Office along with the paper form. Board members should receive this information in February.

I. Annual Library Certification

Roberta has submitted this certification form which confirms that Peoria Public Library is meeting library system membership requirements.

J. Per Capita Grant

Roberta has submitted this application which includes descriptions of how Peoria Public Library Board members and staff fulfilled requirements this year in the areas of Standards chapter review, Trustee education, staff education, and outreach services.

K. Other

Randall reported that all locations of Peoria Public Library were closed last Saturday, January 12, due to the heavy snowfall and dangerous conditions.

Pat Barton mentioned that she had attended the January Peoria Speaks program featuring Chris Setti, CEO of the Greater Peoria Economic Development Council. She suggested that someone contact him to indicate how Peoria Public Library adds to the quality of life in Peoria. Jeanne Williamson agreed and directed Randall to do so.

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

Margaret Cousin drew Board members' attention to her report of the January 2019 Friends meeting and reported on the following items:

- A donation of \$350 was received from Jack and Mary Reaugh in memory of Jack's father, Bill, one of the original Friends Directors.
- Randall Yelverton confirmed that a place has been identified for a Friends shelf at McClure Branch.
- A request from Alyce Jackson for \$5,000 for children's programming was funded.
- The annual book sale will be held on March 8 and 9 from noon until 5:00 p.m.
- More zip codes are being added to this year's mailing of CEFCU inserts for a total of over 86,000 to be printed.

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

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

F. Personnel/Negotiations Committee

1. #2019-07: Recommendation from the Personnel/Negotiations Committee to Approve the revised Executive Director Evaluation form and schedule

Chair Tiffanie Duncan reported that at their last meeting the committee had reviewed and made suggestions for the evaluation tool for the Executive Director. Randall's individual goals were added to the evaluation document. He will be evaluated annually based on his hire date of July 2. Jeanne Williamson added that there will be an Executive Session after the February Board meeting to discuss Randall's performance and then she and Lucy Gulley will meet with him for an informal check-in. A motion was made by Margaret Cousin, seconded by Lucy Gulley, to approve the revised Executive Director Evaluation form and schedule as presented. Motion carried by viva voce vote.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

Jeanne Williamson noted that if any Board members want to change their committee assignments they should let her know now. A revised chart of Board Committee assignments will be presented for approval at the February Board meeting.

EXECUTIVE SESSION

None

AGENDA BUILDING

None

#2019-10: ADJOURNMENT

A motion was made by Pat Barton, seconded by Lucy Gulley, that this meeting be adjourned at 5:24 p.m. Motion carried.

Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library