

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
July 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 5:01 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. Shiraz Khaiser, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Dr. Mandar Pattekar

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis; Manager of Public Relations; Michelle Decker, Budget & Finance Coordinator; 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: Norman Burdick, former Peoria Public Library Trustee; and Sid P. Ruckriegel, Peoria City Council Liaison

CORRESPONDENCE TO THE BOARD

Board President Jeanne Williamson passed the correspondence folder among the Board members, noting that it included nice recognitions of staff members. Thank you notes were received from the Peoria County Auditor, the Restore the Shaft Committee, the Daughters of the American Revolution, the Sons of the Revolution, and two from Align Peoria. The folder also included a copy of the article about the StoryWalk® ribbon cutting written by Elise Zwicky for the Peoria County Chronicle.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

Since he did not have a chance at the June Board meeting, former Library Trustee Norm Burdick made it a point to attend this meeting (and bring cookies) and officially say goodbye to “the best Board (he) ever served on.” He said it is a working Board and he will continue serving the Library by keeping the Little Free Library at CityLink stocked with books. President Jeanne Williamson said he did a great job for the Library and thanked him for continuing to maintain the Little Free Library at CityLink.

CONSENT AGENDA

- A. #2019-58: Request to Approve Minutes as listed below:
1. Minutes of the Community Relations Committee meeting of April 2, 2019
 2. Minutes of the Nominating Committee meeting of May 28, 2019
 3. Minutes of the Building Committee meeting of June 11, 2019
 4. Minutes of the Regular Board meeting of June 18, 2019
 5. Minutes of the Regular Board meeting Executive Session of June 18, 2019
- B. #2019-59: Request to Approve Expenditures as listed below:
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| 1. Payroll for Period Ending June 20, 2019 | \$ 142,495.48 |
| 2. Payroll for Period Ending July 5, 2019 | \$ 137,943.16 |
| 3. Regular Expenditures for July 2019 | \$ 195,227.65 |
- C. #2019-60: Request of the Executive Director to Approve Personnel Actions for the period ending July 12, 2019
- D. #2019-61: Finance Report from the Executive Director for the month of June 2019 with Request to Receive and File
- E. #2019-62: Library Use Statistics from the Executive Director for the month of June 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 #2019-58 through #2019-62 as presented. Motion carried by viva voce vote.

Mrs. Williamson noted that the door count continues to move in the right direction.

OTHER ACTION ITEMS

- A. Agenda Report
1. #2019-63: Annual Review of "Standards for Illinois Public Libraries"
Randall Yelverton noted that Peoria Public Library is in compliance with the standards listed in Chapter 3 "Personnel" of *Standards for Illinois Public Libraries*. He asked for and responded to questions from Board members related to this chapter. He then asked whether Board members had any questions on Chapter 11 through the appendices of *Trustees Facts File*. President Jeanne Williamson noted the mention of Peoria on page 66 related to films in the public library and application of the *Library Bill of Rights*. She added that the chapters were well-written.

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 Sign-Ups Increase

Randall Yelverton reported that Summer Reading participation is up 18.4% over last year as of the end of week 6 of the program. He added that the partnership with Align Peoria has been helpful.

C. Summer Reading Parties

Randall reported that the Summer Reading Party for everyone who participated in six weeks of the program will be held on Tuesday, July 23 at 6 p.m. at Peoria Riverfront Museum. The Adult Summer Reading Party will be held on Tuesday, July 30 at 6 p.m. at North Branch. He hopes to see everyone there.

D. Interviews for Openings

Randall reported that we presently have two openings – full-time Manager of Technical Services and part-time Technical Services Assistant. He added that three Library Assistant positions have been filled this month.

E. Strategic Planning

Randall announced that it is time to begin strategic planning and information will be available at the August meeting.

F. Board Orientation for Dr. Mandar Pattekar

Randall reported that he and Roberta met with Dr. Pattekar for his orientation. His first meeting will be the August Board meeting.

G. Parking Lot at Main Library Closed on Weekend Evenings

Randall reported that violent incidents in downtown Peoria have occurred on recent weekends and so we have been closing the Main Library parking lot on Saturdays and Sundays after the Library closes. Roberta and Jay Furniss met with the Police Department to come up with and discuss the implementation of this plan.

H. Meetings with New PR Manager

Randall reported that he has met with Jenni Davis and discussed her goals for 2020. Our media presence and Facebook friends have both increased in the past month. Jenni is writing an article for the August "Education" issue of Peoria Magazine highlighting selected library resources. The July Peoria Speaks program was covered by WEEK/WHOI and WMBD. Jenni has also arranged for an interview of Randall on July 23 at 8:25 a.m. on the Greg and Dan show.

I. Personnel/Negotiations Committee

The next meeting is scheduled for Thursday, July 25 at 5 p.m. at Main Library for the purpose of discussing preplanning for upcoming contract negotiations with AFSCME.

J. Progress Report on 2019 Peoria Public Library Goals

Roberta drew Board members' attention to the 2nd quarter progress report in their packet and highlighted the following four items:

- Seven new full-time staff members, one promoted staff member, one transferred staff member, and four pages have begun duties at PPL this year and have been receiving training in their job duties.
- Selected new program series begun in 2019 – Learn Something at the Library (Karla Wilkinson), DNA Discussions (Amber Lowery), Kids Advisory Board (Katy Bauml), Exploring Nature (Elise Hearn), Adulting 101 (Jamie Jones), and Monday Music @ Main (Alyce Jackson).
- The Food for Fines promotion during a week in May resulted in forgiving 220 individual fines totaling \$136.40. Donated food went to the Center for Prevention of Abuse.
- The Labor Management Committee met four times and the Joint Advisory Committee met twice so far in 2019.

K. Other

Randall reported that he received the free no smoking signs for each of our locations from the Hult Health Education Center. He also reported that Migdalia Osegueda, student page at Lincoln Branch, received the Lorraine Weiss Scholarship. This award is offered each year to recognize an outstanding student page. This year's selection committee consisted of Alyce Jackson, Teri Miller, and Jenny Sevier.

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

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

- Friends of Peoria Public Library is providing matching funding for Dennis Stroughmatt's speaking/musical presentation on Illinois French Creole History and Culture at North Branch on September 15. Trisha Noack selected this program, with the presenter fee including \$300 donated in Bill Noack's name and upon Trisha's retirement. The love of history is something Bill and Trisha shared.
- The Friends' grant application to CFCI's Emerging Philanthropists Fund did not make it to the finals. It was confirmed that every application in that last round for consideration is a new entity, and Friends is 25 years old.
- Morgan Stanley is finalizing its swing to bring Friends' ladder of CDs back to Peoria from Durango, Colorado for local management. Robert Manning has very generously offered to personally take over the \$175 annual fee for holding these CDs. There is no formal percentage amount debited to our account since no commissions are involved.
- The idea of another StoryWalk® was discussed. Friends supports this wholeheartedly and will help underwrite the Library's efforts.

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

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

A. Building/Long-Range Planning Committee

1. Report of the meeting of July 9, 2019

Committee Chair Margaret Cousin reported that substantial completion of the HVAC project is not finalized, but the warranty dates are being worked out. Issues with the chiller and boilers are still being addressed, as well as AC units in the staircases. There is no slate underneath the shingles of the roof at Lincoln Branch, and it will be double-checked with Community Development at City Hall whether we may use slate-like, 3-tab replacement shingles without a Certificate of Appropriateness. The application to join the class action lawsuit regarding the defective North Branch siding is still in progress. The committee again toured the back patio at North Branch and deferred placement of a Preston Jackson dolphin sculpture there. Mechanical elements still there will be removed, and the entire arc cleaned with the thought of a future StoryWalk® being installed, an abbreviated version to the standard 20 posts as space is at a premium. Ed Barry recommended the Library develop a formal list of assets in literal recognition of our monetary value as an organization and symbolically as public acknowledgment of what we provide to our community. Randall confirmed we already have such a list for insurance purposes. It was noted that this can also be an excellent development tool.

- #### **2. #2019-69: Fabric Recommendation for Family Chairs in Main Library Children's Room**
- After viewing the selected fabric next to the family chairs and carpeting in the Children's Room, a motion was made by Pat Barton, seconded by Lucy Gulley, to accept the recommendation of the fabric for the family chairs in Main Library Children's Room as presented. Motion carried by viva voce vote.

B. Community Relations Committee

1. Report of the meeting of July 2, 2019

Committee Chair Barbara Van Auken reported that the committee discussed pursuing an additional StoryWalk®. She asked that the members think about location and funding sources. She noted that donors may look favorably on the opportunity to purchase posts as memorials to loved ones.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

#2019-64: EXECUTIVE SESSION

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to move into Executive Session at 5:39 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 to Regular Session at 5:45 p.m. No further action was taken.

AGENDA BUILDING

None

#2019-68: ADJOURNMENT

A motion was made by Lucy Gulley, seconded by Stephen Buck, that this meeting be adjourned at 5:50 p.m. Motion carried.

Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library