

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
June 18, 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, Norman H. Burdick, Margaret E. Cousin, Lucy D. Gulley, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Stephen M. Buck, Tiffanie S. Duncan, and Dr. Shiraz Khaiser

Library Staff Present: Jennifer Davis; Manager of Public Relations; Michelle Decker, Budget & Finance Coordinator; Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; 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 six thank you notes to staff. They consisted of one from the Regional Office of Education to Alyce Jackson; one from Peoria Garden Club to Karla Wilkinson; one from Fondulac District Library to the Bookmobile; one from a person from Georgia who requested a copy of a 1970 wedding announcement; one from RAILS to Roberta Koscielski; and one from the U.S. Census Bureau to Karla Wilkinson.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2019-46: Request to Approve Minutes as listed below:

1. Minutes of the Building Committee meeting of May 14, 2019
2. Minutes of the Regular Board meeting of May 21, 2019
3. Minutes of the Regular Board meeting of May 28, 2019
4. Minutes of the Regular Board meeting Executive Session of May 28, 2019

- B. #2019-47: Request to Approve Expenditures as listed below:
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| 1. Payroll for Period Ending May 20, 2019 | \$ 137,435.00 |
| 2. Payroll for Period Ending June 5, 2019 | \$ 138,496.75 |
| 3. Regular Expenditures for June 2019 | \$ 373,135.00 |
| 4. Capital Development Fund Expenditures for June 2019 | \$ 13,757.06 |
- C. #2019-48: Request of the Executive Director to Approve Personnel Actions for the period ending June 14, 2019
- D. #2019-49: Finance Report from the Executive Director for the month of May 2019 with Request to Receive and File
- E. #2019-50: Library Use Statistics from the Executive Director for the month of May 2019 with Request to Receive and File
- F. #2019-51: Recommendation from the Administration for the Approval of the 2018 Peoria Public Library Annual Report to be posted on the Library Website
- G. #2019-52: Authorize the Executive Committee to Act on behalf of the Board of Trustees should there not be sufficient business or a quorum to hold a regular meeting during July and August 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 Norm Burdick, seconded by Barbara Van Auken, to approve Consent Agenda items #2019-46 through #2019-52 as presented. Motion carried by viva voce vote.

Mrs. Williamson noted that the May door count is up 1.7% over May 2018. She thanked the staff and Randall for their work.

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. Align Peoria
Randall, Alyce Jackson, and Katy Bauml attended the Slide into Summer Reading Kick-Off event in Lakeview Park on June 1. There were around 1,200 children present along with 200 to 300 parents. Staff members signed up 350 adults and children for the Summer Reading Program and gave out many library card applications.

C. Summer Reading Numbers

Randall reported that as of the end of week two of the program, there were 3,238 readers signed up, which is above the total number signed up last summer. Randall noted that the public services staff members at all locations are doing an awesome job promoting the Summer Reading program.

D. New Employees

Randall reported that Nancy Spencer, the new Administrative Assistant who began duties on a part-time basis in May, began full-time on June 3. Jennifer Davis, new Manager of Public Relations, began duties on June 17. A full-time library assistant has been hired to work hours at both Lakeview and North Branches and will begin duties on July 2.

E. Employee Departure

Liza Campbell's last day as Manager of Technical Services will be June 20 and this position will be posted on Friday.

F. StoryWalk®

Randall reported that the ribbon cutting event for StoryWalk® on June 5 went very well and received nice media coverage.

G. Prevailing Wage Ordinance

Randall reported that in the past we have passed an ordinance at our June meeting that affirms that the Library will pay the prevailing wage to those with whom we contract for construction work. The Illinois legislature passed a law, which became effective on June 1, 2019, that stated that passing this annual ordinance was no longer necessary. Our responsibility to pay the prevailing wage, of course, still remains.

H. Annual Review of "Standards for Illinois Public Libraries"

Roberta reported that one of the requirements for qualifying for next year's Per Capita grant is that Board members will review chapters 11 through the appendices of *Trustee Facts File*, third edition. Roberta will email these pages to all Board members and asked them to bring questions about the content to the July Board meeting.

I. Other

It was announced that this is Norm Burdick's last meeting as a member of the Board of Trustees. Jeanne Williamson thanked him for his service and said it was the privilege of the Board to get to know him. Norm Burdick said he would continue to restock the Little Free Library at CityLink as a member of Friends of Peoria Public Library. Jeanne commended him especially for his service on the Community Relations and Finance Committees.

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

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

- Friends of Peoria Public Library has provided close to \$13,000 for Summer Reading prizes, use of Peoria Riverfront Museum, and programs.
- Karen and Brian Jensen donated a StoryWalk® post. If we encourage them to submit a matching funds request to Caterpillar, we will have funding for another post.
- Friends has begun donating some of its recycled books to a gentleman from the Philippines, who will ship them at his own expense to his father's village to establish the very first library there.
- Friends member Donna O'Day has submitted a grant application on our behalf for \$5,000 from the Community Foundation's Emerging Philanthropists Fund. The grant is meant specifically for another Peoria Public Library StoryWalk®. This is the first such effort undertaken by Friends, and there will be more as other worthwhile causes, such as Summer Reading Programs, are identified and targeted.

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

The Executive and Personnel/Negotiations Committees did not have a report.

A. Building/Long-Range Planning Committee

1. Report of the meeting of June 11, 2019

Committee Chair Margaret Cousin reported that substantial completion of the HVAC project is still not official. A Certificate of Appropriateness may not be required for the roof work to be performed at Lincoln Branch. Because of colony collapse and stress to the bees, North Branch will not host bees this year and also possibly not going forward. Jay Furniss is reviewing paperwork related to the North Branch siding and will follow up with Dave Demmin. Discussion of possible additional StoryWalk® locations is being transferred to the Community Relations Committee. Aesthetic changes will continue to go to the Building Committee for approval. The low rock wall behind North Branch will be removed and fast-growing evergreens may be planted. A Preston Jackson sculpture may be placed at North Branch. The next meet of the committee will be on Tuesday, July 9 at North Branch.

B. Community Relations Committee

The next meet of the committee will be on Tuesday, July 2 at Main Library.

D. Finance Committee

1. #2019-53: Amend the 2019 Budget

Randall reported that the budget is amended at mid-year and at end-of-year to account for expenditures from the Capital Development Fund, Gifts & Memorials account and grants throughout the year. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve agenda report #2019-53 as presented. Motion carried by viva voce vote.

E. Nominating/Appeals Committee

1. Report of the meeting of May 28, 2019

Committee Chair Margaret Cousin reported that the committee met and recommends the following slate of officers for 2019-2020:

- President – Jeanne Williamson
- Vice President – Lucy Gulley
- Secretary – Norm Burdick

2. #2019-54: Election of Officers for 2019-2020

Since Norm Burdick will no longer be on the Board, Barbara Van Auken nominated Pat Barton for the position of Secretary and Pat Barton accepted this nomination.

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to accept the slate of officers for 2019-2020 as presented. Motion carried by viva voce vote.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

#2019-55: EXECUTIVE SESSION

A motion was made by Margaret Cousin, seconded by Barbara Van Auken, to move into Executive Session at 5:25 p.m. for the purpose of 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 6:17 p.m. Jeanne Williamson reported that the evaluation of the Executive Director has been completed and she and Lucy Gulley will meet with Randall after the Building Committee meeting on July 9 at North Branch.

AGENDA BUILDING

None

#2019-57: ADJOURNMENT

A motion was made by Norm Burdick, seconded by Barbara Van Auken, that this meeting be adjourned at 6:09 p.m. Motion carried.

Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library