

**MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
March 19, 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 Auditorium 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, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Shiraz Khaizer, and Jeanne Williamson

Board Members Absent: Barbara Van Auken

Library Staff Present: Carolyn Conklin, Reference Assistant; Liza Hickey, Manager of Technical Services and Digitization; 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 that it includes a thank you letter to Reference Assistant Amber Lowery as well as the program from the recent Creve Coeur Club George Washington Banquet which credits the assistance of Peoria Public Library (Chris Farris and Roberta Koscielski) for locating vintage books for their cover art.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2019-20: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee meeting of February 5, 2019
2. Minutes of the Regular Board meeting of February 19, 2019
3. Minutes of the Regular Board meeting Executive Session of February 19, 2019

B. #2019-21: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending February 20, 2019 \$ 148,117.23

2. Payroll for Period Ending March 5, 2019	\$ 157,217.77
3. Regular Expenditures for March 2019	\$ 180,467.51
4. Capital Development Fund Expenditures for March 7, 2019	\$ 57,922.69
5. Capital Development Fund Expenditures for March 19, 2019	\$ 2,872.50
6. 2018 Obligated Fund Expenditures – March	\$ 8,590.46
7. City’s CIP Bond Expenditure (HVAC Project)	\$ 59,547.93

- C. #2019-22: Request of the Executive Director to Approve Personnel Actions for the period ending March 15, 2019
- D. #2019-23: Finance Report from the Executive Director for the month of February 2019 with Request to Receive and File
- E. #2019-24: Library Use Statistics from the Executive Director for the month of February 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 Pat Barton, to approve Consent Agenda items #2019-20 through #2019-24 as presented. Motion carried by viva voce vote.

#### **#2019-25: EXECUTIVE SESSION**

A motion was made by Margaret Cousin, seconded by Lucy Gulley, to move into Executive Session at 5:05 p.m. for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2)). Motion carried by viva voce vote.

#### **RETURN FROM EXECUTIVE SESSION**

The Board returned to Regular Session at 5:21 p.m. No further action was taken.

#### **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 reported that he attended an Align Peoria meeting this week. The group has agreed to use Peoria Public Library’s Summer Reading Program with participants having the ability of logging the number of minutes they read.

C. Kanopy

Randall reported that this service is going really well with 134 films downloaded so far this month and over 1,000 visitors to the site.

D. Faster Internet

Randall reported that he is working with IT Manager Randy Turner to increase our Internet speed to attract more people into the Library. We are currently locked into a contract for a certain speed, so we will spend additional e-rate funds for faster Internet next year.

E. Minimum Wage

Randall reported that this will be an agenda item for the next Finance Committee meeting and Kris Holden is creating budget projections through 2025.

F. Book Station at Northwoods Mall

Randall reported that he is working with the Mall to place a book shelf sponsored by Peoria Public Library at the Mall. It will include new paperbacks and public relations materials. He will allot a certain amount of funds for this project for the year and, if successful, consider additional locations.

G. Other

Randall reported that he received a call from the Ghost Hunters people today and they may film at Peoria Public Library this summer.

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

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

- Cynthia Smith is helping with fundraising for the Friends by coordinating two Fun Walks at Northwoods Mall in April.
- Roberta Koscielski requested and received funds to support the upcoming Peoria Reads 2019 Death Café and Baby Boomers Ball.
- Alyce Jackson requested and received funds to support the 2019 Lincoln Branch Easter Egg Hunt.
- The annual Friends Book Sale made nearly \$1,000. Randall suggested using a coupon to determine to what extent the CEFCU inserts are influencing the amount of traffic at the sale.

**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 March 5, 2019**

Norm Burdick reported that the HVAC project tours will consist of small group walk-throughs by City Council members and the Mayor. He said that the StoryWalk project is moving along and flyers were distributed at the Friends book sale and to our Library locations. Terry Bibb Knight has been asked to lead a discussion of *The Library Book* by Susan Orlean. The reception for the new Manager of North Branch will be held on April 25 from 5:00 p.m. to 6:30 p.m. at North Branch.

**PRESENTATION BY AUDIENCE**

None

**OTHER BUSINESS**

Roberta Koscielski reported that the total 2018 income of Friends of Peoria Public Library was revised from \$25,321 to \$27,094.

**AGENDA BUILDING**

None

**#2019-27: ADJOURNMENT**

A motion was made by Margaret Cousin, seconded by Stephen Buck, that this meeting be adjourned at 5:44 p.m. Motion carried.

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Stephen Buck, Secretary  
Board of Library Trustees  
Peoria Public Library