

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
May 28, 2019**

CALL TO ORDER

Board President Jeanne Williamson called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:15 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, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Dr. Shiraz Khaiser

Library Staff Present: Jenny Sevier, Manager of Reference Services

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 for the Bookmobile participating in the Big Rig Petting Zoo in East Peoria, an article about the Intercontinental Readers book club, a Summer Reading ad in the Peoria Park District Playbook, and a Peoria Public Library page in the 2019-2020 Community Impact Magazine.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2019-36: Request to Approve Minutes as listed below:

1. Minutes of the Building Committee meeting of November 13, 2018
2. Minutes of the Finance Committee meeting of March 26, 2019
3. Minutes of the Regular Board meeting of April 16, 2019

B. #2019-37: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending April 20, 2019 | \$ 145,877.09 |
| 2. Payroll for Period Ending May 5, 2019 | \$ 174,161.46 |
| 3. Regular Expenditures for May 2019 | \$ 258,258.50 |

4. Capital Development Fund Expenditures for May 2019 \$ 1,915.00
- C. #2019-38: Request of the Executive Director to Approve Personnel Actions for the period ending May 17, 2019
- D. #2019-39: Finance Report from the Executive Director for the month of April 2019 with Request to Receive and File
- E. #2019-40: Library Use Statistics from the Executive Director for the month of April 2019 with Request to Receive and File
- F. #2019-41: Request to Adopt Resolution to renew participation in the Illinois Non-Resident Card program and to establish a fee of \$140 for the non-resident card for the year beginning July 1, 2019 and ending June 30, 2020

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 Barbara Van Auken, seconded by Margaret Cousin, to approve Consent Agenda items #2019-36 through #2019-41 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

- A. #2019-42: Review of Legal Counsel
President Jeanne Williamson noted that this item will be discussed in Executive Session.

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. May 29 Discussion of *The Library Book*
This discussion, facilitated by Terry Bibb Knight, will be held at North Branch at 6 p.m.
- C. June 1 Summer Reading Kick-Off event
The Slide into Summer Reading Kick-Off will be held at Lakeview Park from 11 a.m. to 1 p.m.
- D. Summer Reading Program
The Summer Reading Program runs from Sunday, June 2 through Saturday, July 20. The Summer Reading Party will be held on Tuesday, July 23 at 6 p.m. at Peoria Riverfront Museum. A Summer Ready Party just for adult participants will be held for the first time this year on Tuesday, July 30 at 6 p.m. at North Branch.

E. Hiring Updates

New Administrative Assistant Nancy Spencer is currently training with Finance and Budget Coordinator Michelle Decker a couple of hours each day. Nancy will begin full-time hours on Monday, June 3. Jennifer Davis will begin duties as the Manager of Public Relations on Monday, June 17. Her experience includes both public relations and fundraising.

F. Patron Survey

Randall reported that he will be working with the new Manager of Public Relations to create a short survey that can be used at all Library locations to assess the patron experience. He hopes to use this data regularly to improve the patron experience at all our Library locations.

G. Budget Planning

Randall reported that he presented several potential future budgets for the Library to the Finance Committee. He added that these budgets will be helpful as we chart the future direction of the Library.

H. Community Impact Guide

Randall reported that Peoria Public Library was featured once again in the Community Impact guide along with Peoria area nonprofits and philanthropic organizations. The article was an excellent encapsulation of the work we do and was written by former Manager of Public Relations Trisha Noack.

I. St. Philomena's Visit

Randall reported that he had received letters from some third grade students at St. Philomena's Catholic School asking what Library Directors do. He asked if he could speak to the kids and answer their questions in person and they invited him over to speak to all the third graders. He had lots of fun and the kids had many questions.

J. Osher Lifelong Learning Institute

Randall reported that he spoke at an OLLI class hosted by Roberta Koscielski about the future of libraries and shared information about Peoria Public Library's current offerings.

K. Other

None

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

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

- Glenn Brooksbank, a recent addition to the Friends Board of Directors, resigned effective May 1, 2019, to take a full-time job.
- Ed Barry was voted onto the Board and will fill the position of Vice President.

- Community volunteer Sally Snyder is cosponsoring a Little Free Library at Thomas Jefferson Primary School and has made a donation to Friends to get books every two weeks for this project.
- Attendees of the May 29 North Branch book discussion facilitated by Terry Bibb Knight will receive a gift coupon for one free book from Friends.
- It was confirmed that the Books for Botswana project has wrapped up after three and a half years, and the Friends organization was thanked for donating all the books for Jwaneng Public Library.

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 May 14, 2019

Committee Chair Margaret Cousin reported that Randall provided feedback on certain challenges either ongoing or which needed to be wrapped up relative to the Main Library HVAC upgrade. The substantial completion is not official. All city monies have been supplied and spent. There was discussion regarding the roof at Lincoln Branch, which will require replacement of shingles and flashing, and a variety of related accessories. A permanent solution to the North Branch fountain area is needed and the committee will have their next meeting at North Branch to discuss options. Paperwork is being filled out to join a class action lawsuit pertaining to the defective siding at North Branch. The possibility of a StoryWalk being installed at Lincoln Branch was discussed and the MARS report will be consulted for exact locations of grave features on the site.

B. Community Relations Committee

Committee Chair Barbara Van Auken described the huge success of the StoryWalk project. She indicated that StoryWalks have been installed around the country and it was Reference Assistants Gwen Ayler and Katy Bauml who initiated the idea of working on one for Peoria. The Board very generously and wholeheartedly supported the project. Representative Ryan Span plans to attend the ribbon cutting which will be at 11 a.m. on Wednesday, June 5 at Columbia Park next to McClure Branch. This is a great collaboration among the Library, Peoria Park District, and the City of Peoria. Because of the ribbon cutting, there will be no Community Relations Committee meeting in June.

D. Finance Committee

1. Report of the meeting of April 23, 2019

Committee Chair Norm Burdick reported that everyone is expecting decreases in revenues and it is important to get ahead of this. At the committee meeting, Randall presented a proposed three-year forecast budget.

E. Nominating/Appeals Committee

Jeanne Williamson reported that this committee will present a recommended slate of officers at the June Board meeting.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

#2019-43: 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 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 5:51 p.m. A motion was made by Barbara Van Auken, seconded by Lucy Gulley, to retain the professional services of attorney Stanley Eisenhammer for Peoria Public Library's upcoming negotiations with AFSCME Local 3464. Motion carried by viva voce vote.

AGENDA BUILDING

None

#2019-45: ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Lucy Gulley, that this meeting be adjourned at 5:54 p.m. Motion carried.

Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library