

**MINUTES**  
**REGULAR MEETING**  
**BOARD OF LIBRARY TRUSTEES**  
**PEORIA PUBLIC LIBRARY**  
November 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 5:00 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, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Arun C. Pinto, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Stephen M. Buck and Dr. Mandar Pattekar

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Michelle Decker, Finance and Budget Coordinator; Chris Farris, Reference Assistant; Elise Hearn, Manager of Lakeview Branch; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of North Branch; Roberta Koscielski, Deputy Director; Nancy Spencer, Administrative Assistant; and Randall Yelverton, Executive Director

Others Present: None

President Jeanne Williamson introduced new Board member Dr. Arun C. Pinto. Dr. Pinto said he is delighted and looks forward to making contributions. Board members introduced themselves to Dr. Pinto.

**CORRESPONDENCE TO THE BOARD**

Board President Jeanne Williamson passed the correspondence folder among the Board members, noting that it included the following items:

- Thank you note for making the Bench dedication in honor of Jesenia Contreras a success;
- Thank you note from OLLI for a “Literary Lions” program presented by Roberta;
- Media coverage of the special storytime with State Treasurer Michael Frerichs;
- Compliment about Peoria Public Library made to Jenni Davis by Mayor Jim Ardis;
- Thank you to Randall and Roberta for participating in the “Public Libraries Respond to the Opioid Crisis” webinar;
- Media coverage of “War Ink” program at North Branch;
- *Journal Star* editorial by Paul Resnick and Roberta.

## **PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

President Jeanne Williamson asked Lakeview Branch Manager Elise Hearn and North Branch Manager to stand. She noted the Board's mission of increasing door count and added that she looks at the door count statistics each month. She recognized Elise and Jennifer for hitting the target of increasing door count by 5% at Lakeview and North Branches year-to-date through  $\frac{3}{4}$  of 2019.

## **CONSENT AGENDA**

- A. #2019-106: Request to Approve Minutes as listed below:
  - 1. Minutes of the Building Committee meeting of July 9, 2019
  - 2. Minutes of the Regular Board meeting of October 15, 2019
  
- B. #2019-107: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending October 20, 2019	\$ 138,307.68
2. Payroll for Period Ending November 5, 2019	\$ 138,450.27
3. Regular Expenditures for November 2019	\$ 223,452.97
4. Capital Development Fund Expenditures for November 2019	\$ 19,100.00
  
- C. #2019-108: Request of the Executive Director to Approve Personnel Actions for the period ending November 15, 2019
  
- D. #2019-109: Finance Report from the Executive Director for the month of October 2019 with Request to Receive and File
  
- E. #2019-110: Library Use Statistics from the Executive Director for the month of October 2019 with Request to Receive and File
  
- F. #2019-111: Recommendation from the Administration for the Approval of Holidays and Closings for 2020-2021

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 Pat Barton, seconded by Margaret Cousin, to approve Consent Agenda items #2019-106 through #2019-111 as presented. Motion carried by viva voce vote.

## **OTHER ACTION ITEMS**

- A. Agenda Report
  - 1. #2019-112: Recommendation from the Administration to Approve Peoria Public Library's Annual Insurance Renewal with LIRA (Libraries of Illinois Risk Agency) in the amount of \$97,417  
Randall Yelverton reminded Board members that LIRA is the insurance collective managed by Gallagher. The renewal amount is an increase because of catastrophic weather that has occurred. If the renewal amount is larger than needed, the library members will receive money back at the end of the year. We will receive money back this year. Refunds are split among the members according to the claims. This

collaboration provides discounts and buying power. A motion was made by Margaret Cousin, seconded by Pat Barton, that the recommendation to approve Peoria Public Library's annual insurance renewal with LIRA in the amount of \$97,417 be approved as presented. Motion carried by viva voce vote.

## **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. Holiday Party on December 9**

Randall announced that the party will be held from 2:30 to 4:30 p.m. Jeanne Williamson added that it is a very nice party with wonderful food and Board members are encouraged to attend it.

### **C. EveryLibrary**

Randall reported that this was an excellent presentation on doing advocacy for libraries and asserting your cause in big and small ways. Board members discussed ways to let patrons know the cost of materials, programs, and services Peoria Public Library provides to them.

### **D. Illinois Library Association conference**

Randall noted that he and several staff members attended the conference which was held in October in Tinley Park. He said it was a productive time of library learning and learning about innovative library practices and services.

### **E. Peoria Innovation Hub launch event**

Randall reported that he and Jenni Davis attended the Peoria Innovation Hub launch event and got a chance to hear about the space that is being created in the former ICC campus downtown. He also got a chance to share with others information about the development of a media lab at Main Library.

### **F. New Digital Services**

Randall reported that we will shortly be offering new digital services to our patrons, including tens of thousands of new digital audio books through the services Recorded Books Digital and Hoopla. We are in the process of setting up the systems with the two companies, but hope to have these services available just in time for the holidays. Hoopla also offers films and eBooks. One of the big advantages of these services is that they offer simultaneous access to the same materials for all patrons. Patrons will not have to wait for another person to be done with a digital item before downloading it themselves.

### **G. Presentations**

Randall reported that he got the opportunity to share a presentation on the Library and its services to both the Idyllbrook neighborhood association and the South-West Kiwanis Club of Peoria. The presentation included discussion of the many ways the library is making use

of the financial resources we have as well as a discussion of the many digital services we offer.

H. Staffing Updates

Randall reported that Jamie Jones, the current McClure Branch manager, interviewed for and accepted the position of North Branch manager. We have posted the McClure Branch position and are trying to move quickly on getting the position filled in order to cause minimal disruption. He added that he, Roberta, and Jennifer Jacobsen-Wood interviewed candidates for the Reference Assistant opening at North Branch. Jacob Roberts has filled this position. He has a background in children's services and has been working at Alpha Park and Fondulac libraries.

I. FY2020 Requirements for Illinois Public Library Per Capita Grants

Roberta reported that she and Margaret Cousin viewed a webinar called "Promoting Fairness & Belonging" immediately ahead of tonight's Board meeting. It took a scientific approach to explain how implicit bias, racial anxiety, and stereotype threat can present challenges in providing services to patrons. Roberta will send the link to all Board members and staff. This completes the last of our requirements for the FY 2020 Illinois Public Library Per Capita grant, other than submitting the application.

J. Other

None

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

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

- Since this was the Annual Meeting of the Friends, it was reported that the Friends had \$39,353 in non-invested annual revenue last year, including almost \$9,000 for the StoryWalk® at Columbia Park and ADM's \$5,000 donation to Lincoln Branch's summer reading bicycle giveaway. Peoria Public Library received \$39,835 from Friends last year.
- To broaden the membership scope of the Friends, a PayPal account has been set up and this online payment option will be added to the Friends tab on the Library website.

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

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

A. Building/Long-Range Planning Committee

1. Report of the meeting of October 29, 2019

Committee Chair Margaret Cousin reported:

- Tentative warranty dates are January for the boilers and April for the chiller;

- Margaret and Roberta attended the Historic Preservation Commission meeting and all three roofing options were approved. When we select a bid, we will share our choice with the HPC for what will hopefully be an administrative Certificate of Appropriateness;
- It was reported that there will be some monies rolled over into the Capital Development Fund at the end of this year, but not going forward;
- The back area at North Branch was toured again and cleanup activities were discussed. Jay Furniss will bring estimates for the next meeting. This project will be completed using Capital Development Funds;
- The class action suit regarding the North Branch siding is in progress;
- A media lab will be established either on LL1 or the second floor at Main Library.

**B. Community Relations Committee**

Committee Chair Barbara Van Auken reported that the next meeting of the committee will be held on Tuesday, December 3.

**D. Finance Committee**

**1. #2019-113: 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 Pat Barton, seconded by Barbara Van Auken, to amend the 2019 budget as presented. Motion carried by viva voce vote.

**2. #2019-114: Approval of 2020 Budget**

Randall reported that he amended the building insurance amount, removed the GASB45 amount, and included the City administrative fees. Barbara Van Auken explained that other entities, such as the Sanitary District, are also being charged administrative fees. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve the 2020 budget as presented. Motion carried by viva voce vote.

**F. Personnel/Negotiations Committee**

Randall reported that we have had no communication with AFSCME as yet regarding meeting dates.

**G. Strategic Planning Committee**

Randall reported that he will meet with staff and management this month and then with the committee in January.

**PRESENTATION BY AUDIENCE**

None

**OTHER BUSINESS**

Jeanne Williamson noted that she will speak with Dr. Arun Pinto regarding selection of his committee assignments.

**EXECUTIVE SESSION**

None

**AGENDA BUILDING**

At the December Board meeting, there will be a first reading of a By-Laws change removing Long-Range Planning Committee and adding Strategic Planning Committee.

At the January Board meeting, there will be an Executive Session for Randall Yelverton's mid-year evaluation.

**#2019-117: ADJOURNMENT**

A motion was made by Barbara Van Auken, seconded by Dr. Arun Pinto, that this meeting be adjourned at 5:55 p.m. Motion carried.

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Pat Barton, Secretary  
Board of Library Trustees  
Peoria Public Library