

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
October 15, 2019

CALL TO ORDER

Board President Jeanne Williamson called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:05 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, and Jeanne Williamson

Board Members Absent: Lucy D. Gulley, Dr. Mandar Pattekar, and Barbara Van Auken (and one vacancy)

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Michelle Decker, Finance and Budget 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 a number of very nice items including:

- A thank you note to former PR Manager Trisha Noack for the Instant Pot program and the Dennis Stroughmatt program, both in September;
- A thank you email from Peoria PlayHouse Children's Museum for the participation of Programming Manager Alyce Jackson and Outreach Assistant Jami Carpenter in the Be Anything! Career Day event at the museum;
- Notification from musical group Still Shine that their October 13 Music in the McKenzie performance (Alyce Jackson) was recorded and uploaded to the Live Music Archive;
- Peoria County Chronicle covered Genealogy Day (Reference Assistant Amber Lowery) on September 28;
- WMBD covered the October 5 International Observe the Moon Night presented by Northmoor Observatory in collaboration with Peoria Public Library (Alyce Jackson);
- WMBD covered the October 11 Peoria Speaks discussion (Jamie Jones and Roberta Koscielski) on Opioid Addiction and Harm Reduction presented by Chris Schaffner, Program Director of JOLT Foundation;

- *PEORIA* magazine featured an article by Reference Assistant Chris Farris called, “Downtown Peoria... What’s for Lunch?” highlighting selected places where Peorians ate their lunch in downtown Peoria from the 1850s through today;
- On Tuesday morning, October 15, WCBU aired a story on Peoria Public Library’s Local History Room. PR Manager Jenni Davis and Reference Assistant Chris Farris participated in this story.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

- A. #2019-96: Request to Approve Minutes as listed below:
 1. Minutes of the Community Relations Committee meeting of August 6, 2019
 2. Minutes of the Regular Board meeting of September 17, 2019
- B. #2019-97: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending September 20, 2019	\$ 140,688.91
2. Payroll for Period Ending October 5, 2019	\$ 138,211.12
3. Regular Expenditures for October 2019	\$ 169,188.00
4. Capital Development Fund Expenditures for October 2019	\$ 1,275.00
- C. #2019-98: Request of the Executive Director to Approve Personnel Actions for the period ending October 11, 2019
- D. #2019-99: Finance Report from the Executive Director for the month of September 2019 with Request to Receive and File
- E. #2019-100: Library Use Statistics from the Executive Director for the month of September 2019 with Request to Receive and File
- F. #2019-101: Request to Affirm Board Committee Assignments

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 Stephen Buck, to approve Consent Agenda items #2019-96 through #2019-101 as presented. Motion carried by viva voce vote. Jeanne Williamson noted that since Lakeview Branch and North Branch saw increases in door count for YTD 2019 over YTD 2018, she would like to have Branch Managers Elise Hearn and Jennifer Jacobsen-Wood present at the November Board meeting to be recognized.

OTHER ACTION ITEMS

- A. Agenda Report
 1. #2019-102: Recommendation from the Administration to Approve a Revised Draft 2020 Operating Budget

Randall Yelverton reported that he met with the Finance Committee on September 24. He said that the budget situation is fluid and there could still be another draft for future Board review and approval. This draft reflects a 2.5% decrease from the 2019 operating budget. Finance Chair Stephen Buck said it is not good but it is what it is right now. He added that the Finance Committee reviewed this draft and recommended it for approval by the full Board. A motion was made by Margaret Cousin, seconded by Stephen Buck, that the revised draft 2020 operating budget 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. Arts, Culture and Lifelong Learning Meeting

Randall reported that he met with Deborah Roethler, Rik Edgar, Lesley Matuszak, John Morris, and JD Dalfonso (PCVB) to discuss arts, culture and lifelong learning in Peoria. They met to discuss ways their organizations could work together to promote lifelong learning in Peoria, as well as assist one another. They will be meeting regularly to continue the conversation.

C. Library Media Lab

Randall reported that he and Jenni Davis met with Jake Hamann (Peoria Innovation Alliance) to discuss next steps in the development of a media lab at Main Library. Jake mentioned this ongoing project in his press conference for the Peoria Innovation District. The group believes the media lab will offer the opportunity to connect to entrepreneurs and opens the possibility for some unique partnerships. Randall will talk further with the Building Committee regarding funding this project.

D. Gift of Hope Bench Dedication

Randall reported that he and several staff members participated in the Gift of Hope bench dedication ceremony at McClure Branch in September. It was a lovely and touching event that honored the life of Jesenia Contreras and her decision to become an organ donor. The bench is installed and can be seen in the grassy area on the west side of McClure Branch.

E. Administrative Fees from the City of Peoria

Randall reported that he has had several conversations this month with Finance Director Jim Scroggins about the Library's budget. In each of the conversations they discussed the City's plan to begin in 2020 to charge the Library annual administrative fees of \$200,000 to cover the cost of HR work and health insurance administration the City does on our behalf. Director Scroggins said that we didn't need to change our 2020 budget but that the \$200,000 amount would be levied for us.

F. Strategic Plan

Randall reported that he met with the Management Team to discuss the Library's strategic plan draft and how to fine-tune it before it is released this winter. He said they offered valuable feedback and they will meet at least once more to discuss an additional plan draft.

G. Job Interviews at North Branch

Randall reported that he, Roberta, and North Branch Manager Jennifer Jacobsen-Wood interviewed candidates for a Reference Assistant opening at North Branch. This position has a large children's programming component, and multiple promising candidates were interviewed, with the selected candidate scheduled to begin in two weeks.

H. Staff Day

Randall thanked Alyce Jackson, Jenny Sevier, and Karla Wilkinson for putting together Staff Day which was held on October 14. There were several excellent presentations on topics including IMRF, opioid addiction and Narcan, and United Way. Randall also thanked Margaret Cousin for her participation in providing opening remarks in appreciation of Peoria Public Library staff.

I. Illinois Library Association Conference

Randall reported that he and managers Jenni Davis, Robin Helenthal, Alyce Jackson, and Jamie Jones will be attending the Illinois Library Association annual conference in Tinley Park on October 22 through 24.

J. FY2020 Requirements for Illinois Public Library Per Capita Grants

Roberta reminded Board members that the last requirement for the FY2020 grant application is the viewing of a webinar on organizational management. This will be completed before the application deadline.

K. Progress Report on 2019 Peoria Public Library Goals

Roberta drew Board members' attention to the goals report at the end of the Board packet. She reported that Lakeview Branch Reference Assistant Katy Bauml was announced at Staff Day as the 2019 recipient of the Golden Drawer Award. This annual award was established in 1984 to recognize the outstanding accomplishments of one staff member at Peoria Public Library.

L. Other

Randall reported that he and Jenni Davis attended "The Big Table" event today at the Peoria Civic Center. This free event is presented to build community through conversations designed to strengthen and connect communities.

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

Margaret Cousin did not have a report since the Friends did not meet in October.

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

The Building/Long-Range Planning, Executive, Nominating/Appeals, Personnel/Negotiations, and Strategic Planning Committees did not have a report.

B. Community Relations Committee**1. Report of the meeting of October 1, 2019**

Randall reported that Jenni Davis contacted Peoria neighborhood associations and he is scheduled to speak at the Idyllbrook neighborhood association meeting in November. Jeanne Williamson reported that the Building Committee will talk about a StoryWalk® at North Branch at their October 29 meeting.

D. Finance Committee**1. Report of the meeting of September 24, 2019**

Committee Chair Stephen Buck had nothing to add beyond the comments of the Executive Director earlier in this meeting regarding the administrative fees from the City of Peoria.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

Branch Managers Elise Hearn and Jennifer Jacobsen-Wood will be invited to the November Board meeting.

#2019-105: ADJOURNMENT

A motion was made by Stephen Buck, seconded by Tiffanie Duncan, that this meeting be adjourned at 5:38 p.m. Motion carried.

Pat Barton, Secretary
Board of Library Trustees
Peoria Public Library