

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
September 17, 2019**

CALL TO ORDER

Board President Jeanne Williamson called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:02 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, Lucy D. Gulley, Dr. Mandar Pattekar, and Jeanne Williamson

Board Members Absent: Barbara Van Auken (and one vacancy)

Library Staff Present: Jennifer Davis; Manager of Public Relations; Chris Farris, Reference Assistant; Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; 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 thank you note from recent Music in the McKenzie performer Shawna Caspi; a thank you note and donation from Tucson, Arizona for genealogy research performed by Reference Librarian Deb Bier; and a Facebook post by Mike Van Cleve complimenting Reference Assistant Amber Lowery for local history research for him. Local *Journal Star* items included an editorial by Randall Yelverton in response to an editorial stating that “libraries are disappearing” as well as a long article about historian and fiddler Dennis Stroughmatt who presented a program at North Branch on September 15. This program, funded by Friends of Peoria Public Library and donations in memory of Bill Noack, attracted 135 people. Jeanne Williamson praised PR Manager Jennifer Davis for her work in setting up these publicity items.

Jeanne Williamson announced that there is an open seat on the Library Board of Trustees with the resignation of Dr. Shiraz Khaiser due to work obligations. Ideas for a new Board member should be sent to Jeanne Williamson or Barbara Van Auken.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

- A. #2019-85: Request to Approve Minutes as listed below:
 - 1. Minutes of the Regular Board meeting of August 20, 2019
- B. #2019-86: Request to Approve Expenditures as listed below:
 - 1. Payroll for Period Ending August 20, 2019 \$ 140,480.48
 - 2. Payroll for Period Ending September 5, 2019 \$ 140,218.03
 - 3. Regular Expenditures for September 2019 \$ 364,332.51
 - 4. Capital Development Fund Expenditures for September 2019 \$ 75,717.37
- C. #2019-87: Request of the Executive Director to Approve Personnel Actions for the period ending September 13, 2019
- D. #2019-88: Finance Report from the Executive Director for the month of August 2019 with Request to Receive and File
- E. #2019-89: Library Use Statistics from the Executive Director for the month of August 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 Pat Barton, seconded by Tiffanie Duncan, to approve Consent Agenda items #2019-85 through #2019-89 as presented. Motion carried by viva voce vote. Jeanne Williamson noted that although the August circulation is down 5% compared with August 2018, the August door counts were up at Lakeview, McClure, and North Branches.

OTHER ACTION ITEMS

- A. Agenda Report
 - 1. #2019-90: Recommendation from the Administration to Adopt a Revised Employee Time Tracking Policy
Randall Yelverton reported that no changes have been made to this revision since the first reading review of it at last month's Board meeting. A motion was made by Margaret Cousin, seconded by Pat Barton, that the revised Employee Time Tracking Policy be approved as presented. Motion carried by viva voce vote.
 - 2. #2019-91: Recommendation from the Administration to Adopt a Revised Public Computer and Internet Policy
Randall Yelverton reported that no changes have been made to this revision since the first reading review of it at last month's Board meeting. A motion was made by Margaret Cousin, seconded by Tiffanie Duncan, that the revised Public Computer and Internet Policy be approved as presented. Motion carried by viva voce vote.

3. #2019-92: Recommendation from the Administration to Approve a Draft 2020 Operating Budget

Randall Yelverton reported that he met with City of Peoria Finance Director Jim Scroggins who requested he submit a draft 2020 budget showing a 2.5% decrease from the 2019 total. This draft budget is included in the Board packet. Randall added that he is still looking at individual line item amounts and waiting for numbers from managers. This reduction represents roughly \$180,000. The draft budget will be reviewed with the Finance Committee at their next meeting. Jeanne Williamson noted that she expects that the budgets of all City entities will be cut. A motion was made by Margaret Cousin, seconded by Stephen Buck, to approve the draft 2020 operating budget 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, Assistant City Manager, and Rik Edgar, Director of the Peoria Civic Center, to discuss the role and funding of arts, culture and lifelong learning in Peoria.

C. Peoria's Strategic Planning

Randall reported that he attended the City's final strategic planning session with Council members and City staff.

D. Library Card Sign Up Month

Randall reported that he had the opportunity to speak at a recent City Council meeting about Library Card Sign Up Month and the economic impact of Peoria Public Library.

E. Peoria *Journal Star* Editorial

Randall noted that a copy of his recent editorial was included in the correspondence folder.

F. Library Case Study

Randall reported that we assisted the Public Library Association and OCLC in a case study entitled *Public Libraries Respond to the Opioid Crisis with Their Communities*. For the case study, the authors interviewed multiple participants, including Library administration and Board members about the work Peoria Public Library has done in responding to the opioid crisis. This study should be published in the next few months.

G. Library's Strategic Planning Meetings

Randall reported that the strategic planning process has begun. A draft of focus areas and action items has been provided to the Management Team and will be shared with a staff

group for feedback from both groups. This two- to three-year plan is expected to be completed by January 2020.

H. Adding More Digital Media to PPL

Randall reported that he and Manager of Collection Development Robin Helenthal have been looking at more digital media and meeting with vendors. We are currently using two platforms on a trial basis.

I. Community Leadership School

Randall reported that he will be representing the Library on the Chamber of Commerce Community Leadership School planning committee.

J. Align Peoria

Randall reported that he and Alyce Jackson met with some Align Peoria volunteers regarding ways to increase Summer Reading participation. They plan to continue to meet about this.

K. StoryWalk® Funding

Randall reported that the downtown Rotary will sponsor a StoryWalk® at Lincoln Branch. Jeanne Williamson expressed her appreciation to Randall, Jenni Davis, Roberta Koscielski, and Alyce Jackson on working to make a second StoryWalk® happen.

L. Technical Services Openings

Randall reported that current Manager of North Branch Jennifer Jacobsen-Wood has accepted the position of Manager of Technical Services.

M. Staff Day

Roberta Koscielski informed Board members that Staff Development Day is scheduled for Monday, October 14 at Main Library. Further information will be emailed to them.

N. FOIA Request

Roberta reported that a FOIA request for commercial purposes was received and a response will be made within the required 21-day period.

O. Gift of Hope Bench at McClure Branch Dedication

Roberta reported that the dedication of the memorial bench is scheduled for Friday, September 27 at 4 p.m. Further information will be provided to Board members via email.

P. Program Outcomes

Roberta drew Board members' attention to the results of the survey emailed to Summer Reading participants as well as an infographic created by Library Graphic Designer Laura Fehr showing outcomes of Peoria Speaks programs.

Q. FY2020 Requirements for Illinois Public Library Per Capita Grants

Roberta noted that well-written introductions to the Digital Public Library of America and the Illinois Digital Archives are included in the Board packet. Board members are encouraged to try each of these websites.

R. Other

None

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

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

- The Friends approved a request from Randall that an annual fund be established with \$1,000 seed money for current and ongoing StoryWalk® books, maintenance, repairs, Plexiglass replacements, etc.
- Additional approved funding requests included: \$585 for Mary Spengler's fall "barnyard discoveries" program at North Branch, including a mobile petting zoo trailer which will set up outdoors in the parking lot; \$780 for Lincoln Branch's spectacular Haunted House, with candy, treat bags, and the Unique Twist balloon artists; and funding for projected monthly sign language storytimes at McClure Branch conducted by Abbey Cook from Communication Junction.
- There will be no Friends Board meeting in October. The Annual meeting will be held on Wednesday, November 13, at which time a slate of Directors for 2020 will be elected and Officers chosen. Proxy forms and a letter to this end will go out to current members on October 31, 2019.

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

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

G. Strategic Planning Committee

1. Report of the meeting of September 5, 2019

Committee Chair Lucy Gulley reported that Committee members did a good job in hashing out and bringing up important points regarding the process of creating a strategic plan.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

None

#2019-95: ADJOURNMENT

A motion was made by Margaret Cousin, seconded by Tiffanie Duncan, that this meeting be adjourned at 5:32 p.m. Motion carried.

Pat Barton, Secretary
Board of Library Trustees
Peoria Public Library