

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
April 21, 2020**

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 virtually via Zoom.

PLEDGE OF ALLEGIANCE

The President requested that all those who are able to please join her in saying the Pledge of Allegiance.

ROLL CALL

Board Members Present: Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Mandar Pattekar, Dr. Arun Pinto, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: None

Board Member Vacancy: One

Library Staff Present: Jennifer Davis, Manager of Public Relations; Sarah-Rose Dolan, Library Assistant; Chris Farris, Reference Assistant; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Teri Miller, Manager of Outreach Services; and Randall Yelverton, Executive Director

Others Present: Councilman Sid Ruckriegel, Peoria Public Library Liaison

Board President Jeanne Williamson reminded Board members of the vacancy on the Board and asked that suggestions be emailed to her.

CORRESPONDENCE TO THE BOARD

Jeanne Williamson announced that Board correspondence will be reviewed during the report of the Executive Director.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2020-38: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of March 18, 2020

B. #2020-39: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending March 21, 2020 \$129,831.48
2. Payroll for Period Ending April 4, 2020 \$127,465.50

3. Regular Expenditures for April 2020

\$231,611.27

- C. #2020-40: Request of the Executive Director to Approve Personnel Actions for the period ending April 17, 2020
- D. #2020-41: Finance Report from the Executive Director for the month of March 2020 with Request to Receive and File
- E. #2020-42: Library Use Statistics from the Executive Director for the month of March 2020 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 Dr. Arun Pinto, seconded by Margaret Cousin, to approve Consent Agenda items #2020-38 through #2020-42 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

- A. #2020-43: Recommendation from the Administration to Provide Temporary Peoria Public Library Cards to Non-Residents
Randall Yelverton explained that since the Illinois State Library has relaxed its rules regarding cards to non-residents, Illinois public libraries are allowed to provide temporary cards to non-residents with the approval of their Library Board. A motion was made by Lucy Gulley, seconded by Stephen Buck, to approve item #2020-43 to provide temporary Peoria Public Library cards to non-residents as presented. Motion carried by viva voce vote.
- B. #2020-44: First Reading Review of a Recommendation from the Administration to Adopt a Revised Standards of Behavior Policy
Roberta Koscielski noted that revised areas of this policy include behavior of service animals, consumption of food, the addition of information on use of marijuana products, as well as wording to match the content of the Library's Smoke, Tobacco, and Marijuana Free Property Policy. A motion was made by Barbara Van Auken, seconded by Lucy Gulley, to accept the first reading as presented and bring forward for approval to the May Board meeting. Motion carried by viva voce vote. After further discussion, a motion was made by Stephen Buck, seconded by Dr. Arun Pinto, to reconsider the previous motion, Motion carried by viva voce vote. A motion was then made by Stephen Buck, seconded by Dr. Arun Pinto, to add further information on progressive discipline to the revised policy and present it as a first reading at the May Board meeting. Motion carried by viva voce vote.
- C. #2020-45: First Reading Review of a Recommendation from the Administration to Adopt a Revised Smoke, Tobacco, and Marijuana Free Property Policy
Roberta Koscielski noted that this revision includes the addition of marijuana products as prohibited on Library policy. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to add information about marijuana products in the definitions area of the policy and present it as a first reading at the May Board meeting. 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 and noted that staff members are providing online programming during the closure.

B. COVID-19 Closure Updates

Randall reported that he is awaiting an update from the Governor and local officials on what closure orders will exist after April 30, the date when the current order will end. He and Roberta have been planning for multiple service scenarios while always keeping the safety of staff and patrons at the forefront. The reality is that the lack of COVID-19 tests nationwide makes resumption of regular library services unlikely. Our planning continues and will be responsive to new information as we receive it.

C. Virtual Library Services

Randall reported that we have been offering temporary cards so that Peorians currently without a PPL card can use all of the offerings on our Library website. Managers have been responding to questions via email including PIN resets and assistance with online resources. Managers are regularly emptying the book drops and using gloves during this process. Materials sit for 72 hours before they are checked in and readied for shelving. Randall is presenting a Facebook live program each Friday morning with a manager as co-presenter. The Management Team has been meeting each day (Monday through Friday) via Zoom. Randall noted an increase in the use of our digital materials.

D. Budget Revisions

Randall asked the City for an estimate of property tax revenue loss for this budget year and was told to plan for a 5% reduction. He does expect further reductions for 2021, but has not received any estimates yet. A Finance Committee meeting will be scheduled.

E. COVID-19 Meetings

Randall reported that he has been participating in regular meetings with City and County leaders about COVID-19 impacts to the Tri-County area. He has also been participating in many conversations with libraries across the state about COVID impacts and planning for present and future services.

F. City Council Presentation

Randall will be addressing the Peoria City Council on April 28 about remote Library services and programming. He will also emphasize the key roles that the Library will play during an economic recovery.

G. JOLT Harm Reduction Partnership

Randall reported that the Library has been asked by JOLT Harm Reduction to serve as a location for port-a-potties given the significant closures of facilities throughout Peoria. We will allow two port-a-potties to be placed at the far end of our Perry parking lot.

H. Red Cross Blood Drives

North Branch hosted two successful Red Cross blood drives since we have closed. This is an essential service, and that is why we opened part of the Library for it. The blood drive was held at the front of the Branch in the McKenzie Room and staff interaction with the event was minimal. The rest of the Branch remained closed during these events.

I. Contract Negotiations

AFSCME contract negotiations have been postponed for the moment.

J. Circulation Stats

Randall reported that the door count total for March 2019 versus March 2020 is down 63% and the circulation total for this same timeframe has decreased 45%, but downloads of digital videos, audio books, books and songs are up 45%.

K. Correspondence to the Board

Roberta Koscielski described several items that came in before the closure, including a thank you email praising the complete information provided via phone by Reference Librarian Joe Fitzanko to a patron; an email complimenting the photos provided by Reference Assistant Chris Farris on the Local History Collection Facebook page; three photos in the *Journal Star* of the display in Main Library atrium put together by local artists and OLLI members; and a nice two-page article written by Jenni Davis in the March issue of Peoria magazine. Library staff did media appearances promoting the DNA Discoveries program and Peoria Reads programming in late February and early March.

L. Other

Randall reported that the Lincoln Branch roof replacement project will begin any time and the North Branch landscaping project is scheduled to begin in May.

Randall also thanked staff members for everything they are doing during the closure, as they work from home and attend virtual staff meetings.

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

Margaret Cousin drew Board members' attention to the March 2020 Friends Liaison Report and highlighted the following items:

- Friends approved the request from Alyce Jackson for \$18,000 for replenishment of Summer Reading Program prizes, a stockpile which typically last two to three years;
- Tanner Peterson, Hannah Martin, and Jennifer Swanson, enrollees in the Chamber of Commerce Community Leadership School, attended the meeting. They asked questions

regarding Friends' revenue sources, membership numbers, current levels of outbound marketing via social media or written materials, etc. They will provide ideas for the 2020 membership campaign.

- The April Friends Board meeting was cancelled.

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 March 10, 2020

Committee Chair Margaret Cousin drew Board members' attention to the Building Committee Meeting report in their packet. She noted that the Lincoln Branch roof project and the North Branch landscaping project were both approved at the March Board meeting. The Lincoln Branch roof project should begin soon, weather permitting.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

Margaret Cousin will contact City Manager Patrick Urich regarding the mowing of grass at Lincoln and McClure Branches.

EXECUTIVE SESSION

None

AGENDA BUILDING

Barbara Van Auken suggested that the planned StoryWalks® at Lincoln Branch and North Branch be discussed at the Community Relations Committee meeting scheduled for May 5.

ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, that this meeting be adjourned at 5:45 p.m. Motion carried.

Jeanne Williamson, President
Board of Library Trustees
Peoria Public Library