

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
August 18, 2020

CALL TO ORDER

Board President Lucy Gulley 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 via Zoom.

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: Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Arun Pinto, Vivian Rutherford, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Dr. Mandar Pattekar

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

Others Present: None

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting. Lucy Gulley noted that they included a letter of congratulations from Congressman Darin LaHood to Roberta Koscielski for being selected by the Illinois Library Association as its 2020 Librarian of the Year.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2020-87: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee meeting of July 7, 2020
2. Minutes of the Regular Board meeting of July 21, 2020

B. #2020-88: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending July 25, 2020 | \$129,490.30 |
| 2. Payroll for Period Ending August 8, 2020 | \$129,257.00 |
| 3. Regular Expenditures for August 2020 | \$236,658.12 |
| 4. Capital Development Fund Expenditures for August 2020 | \$ 216.58 |

- C. #2020-89: Request of the Executive Director to Approve Personnel Actions for the period ending August 14, 2020
- D. #2020-90: Finance Report from the Executive Director for the month of July 2020 with Request to Receive and File
- E. #2020-91: Library Use Statistics from the Executive Director for the month of July 2020 with Request to Receive and File
Mrs. Gulley asked Board members if they wished to have any Consent Agenda items removed for further discussion. Barbara Van Auken requested that the items designated to be received and filed be pulled and voted on separately. A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to approve Consent Agenda items #2020-87 through #2020-89 as presented. Motion carried by viva voce vote. A motion was made by Jeanne Williamson, seconded by Stephen Buck, to receive and file the Finance and Library Use Statistics reports for the month of July 2020. Motion carried by viva voce vote.

OTHER ACTION ITEMS

- A. #2020-92: Recommendation from the Administration to Adopt a Fine Free Policy
Randall Yelverton noted that no further changes were made to this policy since the approval of the first reading at the July Board meeting. He outlined ideas for ways that the Library can raise money in place of the collection of fines. These ideas include “Skip the Fines, Share Your Dimes” donation boxes at each Library location, an “Adopt a Book Shelf” program, opportunities to have bookmarks featuring local children with their favorite book, charging for meeting room use by businesses, establishing a Library foundation, and reviewing the Library’s Naming Policy for other options. Barbara Van Auken requested that fundraising ideas from staff be brought to the Community Relations Committee by committee member Dr. Arun Pinto. A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to adopt the Fine Free Policy as presented. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The monthly programming report was provided in the Board packet.
- B. StoryWalk® Ceremony at Lincoln Branch
Randall reported that the StoryWalk® unveiling was held at Lincoln Branch on Friday, August 14. Thirty-three people attended the event including several Rotary members who are thrilled with it. Randall thanked Jenni Davis for the media coverage and Jay Furniss and his staff members for their excellent job on the installation of the posts at the StoryWalks® at both Lincoln and North Branches. Randall said he would like to have another event in the future at the Lincoln Branch with children present to enjoy the StoryWalk®. Barbara added that Board President Lucy Gulley is sending a thank you letter to Rotary on behalf of the

Board of Trustees and Randall noted that the check from Rotary should be received by the Friends soon.

C. Upcoming StoryWalk® Ceremony at North Branch

Randall reported that the North Branch StoryWalk unveiling will be held on Saturday, September 12. At this event, we will honor those who have donated to the project and officially open it to the public.

D. Contract Negotiations

Randall reported that a negotiations session was held last Friday and another is scheduled for next Monday. We will need to schedule a Personnel/Negotiations Committee meeting to provide an update.

E. COVID Protocols

Randall reported that patron cooperation with our COVID protocols remains high and said that there have been very few patron complaints about the new procedures.

F. Possible Return to Phase 3

Randall reported that with more people out and about, we may see a Phase 3 rollback. He noted that Phase 2 is curbside service only.

G. McClure Branch Hours of Operation

Randall reported that we will be re-opening McClure for normal hours at the beginning of September.

H. Friendly Finds Bookstore

Randall reported that he has been speaking with Friends and it is hoped that they can reopen the Friendly Finds bookstore at Main Library in October.

I. Media Appearances

Randall reported that Roberta has gotten a chance to talk with local media, including a recent interview with local podcaster Steve Tarter, about her Librarian of the Year recognition from ILA. Congratulations again to Roberta for this well-deserved honor.

J. Door Count, Circulation, and Downloads

Randall reported that door count and circulation are understandably down compared with 2019, but patron downloads continue to increase consistently over last year.

K. Other

Randall announced that the City of Peoria received a grant to cover the digitization of Sanborn fire insurance maps held at Peoria Public Library and Bradley University. Chris Farris further explained the project and Randall thanked him for his work on it.

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

Margaret Cousin reported that the Friends met in August, their first meeting since March. Randall gave them the green light to open Friendly Finds and they will do so after an extensive reorganization project they have undertaken. They are hoping to open at the end of September or early October, but they may not be open on Saturdays again right away. Book sale area work at North Branch is on hold presently because the area where book sale items are kept is currently used for items under quarantine. Margaret added that book sale income is down over 60% as compared to typical income. Patio furniture for North Branch is still being looked at and it is important that the furniture can be secured to the ground without damage. The new furniture may not be installed by the September 12 North Branch StoryWalk® unveiling. Margaret noted that a donation of children's books from Concordia Lutheran School is being used as Dr. Mandar Pattekar and his wife create goodie bag for students at Trewyn School. Margaret said that Friends purchased a modest free-standing sign holder to be shared by Friends and the Library to be placed in the entryway at Main to promote events. Margaret reported a Friends balance of \$140,000

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

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

B. Community Relations Committee

1. Report of the meeting of August 4, 2020

Committee Chair Barbara Van Auken reported that Library staff has been providing Library card applications, bookmarks, and other items for the annual BackPack Peoria program as well as the annual New Beginnings Worship Center Back to School event. She reported that a Digital Resources for Students Info Guide, created by Jenni Davis and Laura Fehr, has been distributed to our Library locations and to schools in Peoria and Dunlap. Barbara reported that Jenni found out that a new Library website will cost \$15,000 to \$20,000 and would take about three months to put together. Barbara stated that this is a very important public relations project.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Dr. Arun Pinto to adjourn this meeting at 5:39 p.m.

Lucy Gulley, President
Board of Library Trustees
Peoria Public Library