

**MINUTES**  
**REGULAR MEETING**  
**BOARD OF LIBRARY TRUSTEES**  
**PEORIA PUBLIC LIBRARY**  
December 15, 2020

**CALL TO ORDER**

Board President Lucy Gulley called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:31 p.m. This Regular meeting was held in via Zoom.

**PLEDGE OF ALLEGIANCE**

Because this meeting was held via Zoom, the President dispensed with the reciting of the Pledge of Allegiance.

**ROLL CALL**

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

Board Members Absent: Tiffanie S. Duncan, Dr. Mandar Pattekar, and Vivian Rutherford

Library Staff Present: Chris Farris, Reference Assistant; Jennifer Davis, Manager of Public Relations; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Jenny Sevier, Manager of Reference Services; and Randall Yelverton, Executive Director

Others Present: None

**CORRESPONDENCE TO THE BOARD**

Correspondence items were emailed to Board members ahead of this meeting. They included two thank you notes from patrons who appreciated the take-home crafts available from the Library.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2020-133: Request to Approve Minutes as listed below:

1. Minutes of the Personnel/Negotiations Committee meeting of August 28, 2018
2. Minutes of the Finance Committee meeting of April 23, 2019
3. Minutes of the Strategic Planning Committee meeting of September 5, 2019
4. Minutes of the Building Committee meeting of January 21, 2020
5. Minutes of the Building Committee meeting of January 28, 2020
6. Minutes of the Building Committee meeting of February 11, 2020
7. Minutes of the Building Committee meeting of March 10, 2020
8. Minutes of the Finance Committee meeting of May 12, 2020
9. Minutes of the Personnel/Negotiations Committee meeting of November 9, 2020

10. Minutes of the Personnel/Negotiations Committee Executive Session of November 9, 2020
11. Minutes of the Regular Board meeting of November 17, 2020
12. Minutes of the Personnel/Negotiations Committee meeting of November 17, 2020
13. Minutes of the Personnel/Negotiations Committee meeting Executive Session of November 17, 2020
14. Minutes of the Executive Committee meeting of November 19, 2020
15. Minutes of the Executive Committee meeting Executive Session of November 19, 2020

B. #2020-134: Request to Approve Expenditures as listed below:

- |  |              |
|--|--------------|
| 1. Payroll for Period Ending November 14, 2020 | \$127,539.01 |
| 2. Payroll for Period Ending November 28, 2020 | \$126,188.95 |
| 3. Regular Expenditures for November 2020      | \$234,699.96 |

C. #2020-135: Request of the Executive Director to Approve Personnel Actions for the period ending December 11, 2020

D. #2020-136: Finance Report from the Executive Director for the month of November 2020 with Request to Receive and File

E. #2020-137: Library Use Statistics from the Executive Director for the month of November 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. Hearing none, a motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to approve Consent Agenda items #2020-133 through #2020-135 as presented. Motion carried by viva voce vote. A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to receive and file Consent Agenda items #2020-136 and #2020-137. Motion carried by viva voce vote.

## **OTHER ACTION ITEMS**

None

## **REPORT OF THE EXECUTIVE DIRECTOR**

Randall reported that he attended a Red Cross Board meeting this morning at which “local heroes” were recognized including Peoria Public Library for hosting blood drives at North Branch. Randall thanked Alyce Jackson and the North Branch staff for their collaboration on the blood drives.

Randall also reported that contract negotiations have ended and union-represented Library staff ratified the new Collective Bargaining Agreement yesterday. A Special Board meeting will be scheduled soon for approval of the new CBA by the Library Board.

A. Upcoming Programming and Exhibits

The monthly programming report was provided in the Board packet.

B. Changes to Library Service

Randall reported that the Library has switched to curbside services only for the period of 11/23 thru 1/3. Administration will meet with the Executive Committee on December 28<sup>th</sup> to discuss whether further alteration of library services is needed or if we can return to normal services and hours.

C. Curbside Service Modifications

Randall reported that, to reduce staff numbers in each building, full-time staff will be working some hours at the Library and some at home on continuing education or supervisor-approved projects like virtual programming. Part time staff will split their time between work and home as well. This change to staff hours will begin on 11/30.

D. Local Interview About BrainFuse

Randall reported that he appeared on The Greg and Dan Show to discuss the BrainFuse service that the Library subscribes to and makes available to patrons. BrainFuse offers patrons online tutoring and skills instruction. With BrainFuse, you can contact an online tutor with specific homework questions and receive help with answering them.

E. New Library Website

Randall reported that our PR staff are working hard preparing the new Library website. They are having to do a significant amount of original writing for the new copy on the website. A small preview of it will be presented to the Community Relations Committee at their January meeting.

F. Reporting Improper Unemployment Claims

Randall reported that, like many employers throughout the state, we are seeing some false unemployment claims and have been in contact with the Illinois Department of Employment Security to report the false claims.

G. Staff Pitching in Where Needed

Randall reported that many of our staff are pitching in throughout the Library with curbside service and are altering their normal daily duties during this unique month of service. We appreciate our staff's flexibility and willingness to make these needed changes.

H. Management Team Contributions

Randall reported that our management team has also been very helpful during the last year of altered library services. They have helped us make changes to our existing processes and have contributed many ideas that we have implemented over the past year.

I. Labor Management Committee Meeting

Randall reported that he, Roberta, and management representatives met with union stewards for one of the regularly scheduled Labor Management Committee meetings. The group discussed ways to improve library services and the workplace for Library staff.

Randall also reported that circulation and door counts continue to be down as compared with last year. There will be few visitors in December because of our move to curbside and remote services. Downloads of digital videos, audiobooks, books, and songs are up 43% over December 2019.

J. Annual Review of Standards for Illinois Public Libraries, Chapters 1-5

Randall reported that, as a requirement for the Per Capita Grant, the Executive Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. This month Randall drew Board members' attention to highlights of Chapters 1 through 5, including:

- Chapter 1 – Work on a strategic plan is in progress. Randall will send a draft plan out for staff comments and then it will go to the Strategic Planning Committee. He expects the plan to be done by February. Randall added that it would be good for the Library to do an environmental scan.
- Chapter 2 – We will develop a worker's compensation procedure as well as a succession plan.
- Chapter 3 – We support and encourage staff to acquire new skills. We have a Reference Assistant who will be working toward her Master's Degree in Library and Information Science this next year.
- Chapter 4 – Randall would like to make parking for patrons of Main Library cost-free. He wants people to come to the Library to try out new technologies. He would like to meet with the Board next year to review the Library's long-term space needs.
- Chapter 5 – Randall plans to make the inventory of all facility systems accessible by Administration remotely. Randall would also like to make our buildings as environmentally friendly as possible.

K. Circulation and Visitor Counts

Randall reported that the circulation total for October 2019 versus October 2020 is down 28% and the visitor count is down 76%. Both have decreased due to library use being restricted to short visits for picking up materials and people electing to limit their time in public spaces. Downloads of digital videos, audio books, books, and songs are up 34% over that same time period.

L. Other

None

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

Margaret Cousin reported that Board members were emailed the Friends Treasurer's Report for November earlier today. She added that the Friends did not meet in December. Margaret announced that the Friends will not acquire the collection of 30,000 used books offered to them by the Peoria Park District. The process of transporting, storing, and going through them would be too large for the Friends to take on. The Friends are very appreciative that the Park District made the offer to them. Margaret reported that Friendly Finds Bookstore at Main Library remains closed as the volunteers do not want to return until they are vaccinated.

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

The Building, Community Relations, and Nominating/Appeals Committees did not have a report.

### **C. Executive Committee**

1. Report of the meeting of November 19, 2020

Randall reported that the Executive Committee will meet again regarding the plan for library service in January.

### **D. Finance Committee**

1. #2020-138: Adopt Resolution to Continue the Capital Development Fund

A motion was made by Jeanne Williamson, seconded by Dr. Arun Pinto, to adopt resolution #2020-138 to continue the Capital Development Fund as presented. Motion carried by viva voce vote.

2. #2020-139: Adopt Resolution to Encumber 2020 Funds

A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to adopt resolution #2020-139 to encumber 2020 funds as presented. Motion carried by viva voce vote.

### **F. Personnel/Negotiations Committee**

1. Report of the meeting of November 17, 2020

Committee Vice Chair Stephen Buck reported that step 3 grievances 20-L-01 and 20-L-02 were discussed at this meeting.

2. Report of the meeting of December 10, 2020

Committee Vice Chair Stephen Buck reported that the hearing for step 3 grievance 20-L-03 was held at this meeting.

A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to move into Executive Session at 6:16 p.m. for the discussion of personnel matters (5ILCS 120/2(c)(1)). Motion carried by viva voce vote.

### **RETURN FROM EXECUTIVE SESSION**

The Board returned to Regular Session at 6:25 p.m.

3. #2020-140: Discuss and Approve Proposed Resolution of Grievance 20-L-02  
A motion was made by Jeanne Williamson, seconded by Dr. Arun Pinto, to approve the proposed resolution of grievance 20-L-02 as presented. Motion carried by viva voce vote.
4. #2020-147: Discuss and Approve Answer to Grievance 20-L-03  
A motion was made by Jeanne Williamson, seconded by Dr. Arun Pinto, to approve the answer to grievance 20-L-03 as presented. Motion carried by viva voce vote.

#### **A. Strategic Planning Committee**

1. Report of the meeting of November 24, 2020  
Randall reported that he will get staff input on the proposed plan, present it to the Strategic Planning Committee in January, and then present it to the full Board for approval.

### **PRESENTATION BY AUDIENCE**

None

### **OTHER BUSINESS**

None

### **EXECUTIVE SESSSION**

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to move into Executive Session at 6:27 p.m. for the purpose of authorizing the destruction of lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004 and for the purpose of reviewing and discussing minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21)). Motion carried by viva voce vote.

### **RETURN TO REGULAR SESSION**

The Board returned to Regular Session at 6:36 p.m.

- A. #2020-142: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004  
A motion was made by Stephen Buck, seconded by Jeanne Williamson, to destroy all four recordings listed on the Executive Session agenda as presented. Motion carried by viva voce vote.
- B. #2020-143: Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21))

A motion was made by Stephen Buck, seconded by Dr. Arun Pinto, to keep closed all nine sets of minutes listed on the Executive Session agenda as presented. Motion carried by viva voce vote.

#### **AGENDA BUILDING**

None

#### **ADJOURNMENT**

A motion was made by Barbara Van Auken, seconded by Stephen Buck, to adjourn this meeting at 6:39 p.m.

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Tiffanie Duncan, Secretary  
Board of Library Trustees  
Peoria Public Library