

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
February 18, 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 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: Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, and Jeanne Williamson

Board Members Present via Audio Conference: Barbara Van Auken

Board Members Absent: Patricia A. Barton, Dr. Mandar Pattekar, and Dr. Arun Pinto

Library Staff Present: Jennifer Davis, Manager of Public Relations; Michelle Decker, Budget & Finance Coordinator; Chris Farris, Reference Assistant; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Jennifer Sevier, Manager of Reference Services; Nancy Spencer, Administrative Assistant; and Randall Yelverton, Executive Director

Others Present: None

Board President Jeanne Williamson called for a motion that Barbara Van Auken be permitted to participate electronically because of personal illness or disability. Margaret Cousin made this motion, seconded by Tiffanie Duncan. Motion carried by viva voce vote of those members physically present.

CORRESPONDENCE TO THE BOARD

Board President Jeanne Williamson passed the correspondence folder among the Board members, noting that it included the following items:

- Thank you letter to Roberta Koscielski for evaluating RAILS grants;
- Thank you email to Deb Bier from a California patron for genealogy research;
- Thank you email to Marissa Youngman and Debbie Presnell for making copies of reading selection available for book clubs which meet at PPL;
- Thank you note to Alyce Jackson and Karla Wilkinson for serving a Guest Reader at Kellar Primary School;
- Recent media coverage on local history topics (Chris Farris), homebound services (Randall Yelverton, and Peoria Reads (Roberta Koscielski).

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2020-15: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee meeting of January 7, 2020
2. Minutes of the Regular Board meeting of January 21, 2020
3. Minutes of the Regular Board meeting Executive Session of January 21, 2020
4. Minutes of the Personnel/Negotiations Committee meeting of January 30, 2020

B. #2020-16: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending January 25, 2020 | \$ 132,694.81 |
| 2. Payroll for Period Ending February 8, 2020 | \$ 128,451.13 |
| 3. Regular Expenditures for February 2020 | \$ 149,832.65 |
| 4. Capital Development Fund Expenditures for February 2020 | \$ 2,839.50 |
| 5. 2019 Obligated Fund Expenditures for February 2020 | \$ 16,044.39 |

C. #2020-17: Request of the Executive Director to Approve Personnel Actions for the period ending February 14, 2020

D. #2020-18: Finance Report from the Executive Director for the month of January 2020 with Request to Receive and File

E. #2020-19: Library Use Statistics from the Executive Director for the month of January 2020 with Request to Receive and File

F. #2020-20: Affirm 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 Barbara Van Auken, seconded by Tiffanie Duncan, to approve Consent Agenda items #2020-15 through #2020-20 as presented. Motion carried by viva voce vote. Jeanne Williamson noted that the door count is up 3% over last January.

OTHER ACTION ITEMS

A. #2020-21: Certified Corporate Resolution

Randall Yelverton reported that in 2002, Peoria Public Library was left 41 shares in Manulife Financial Corporation from the estate of former Library Director William Bryan. Every three years we must complete an NR301 declaration of eligibility for reduced tax form and approve this resolution stating the Executive Director is authorized to deal with the shares on behalf of the Library. Margaret Cousin would like to know whether the Library has latitude for selling these shares and investing the income. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to adopt resolution #2020-21 to authorize Executive Director Randall

Yelverton to deal with the Manulife Financial Corporation shares owned by Peoria Public Library as presented. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR

Randall Yelverton noted the PPL bookmark at each Board member's place describing the value of services provided by the Library. This bookmark was created by Jenni Davis and Laura Fehr. Barbara Van Auken suggested that this information be provided to the City Council. Randall reported that the charts showing monthly circulation, door count, middle school programs, and digital circulation will no longer appear in the packet effective next month.

A. Upcoming Programming and Exhibits

Randall Yelverton drew Board members' attention to the monthly programming report in their packet.

B. PPL to Host Google Event

Randall reported that two libraries in Illinois have been selected by Google to host training sessions for their Work with Google program which offers business skills training. Peoria Public Library and Rockford will be hosting representatives from Google in April of this year for these day long training sessions. Leaders from the area will be invited to attend.

C. Peoria Reads Media Appearances

Randall reported that Roberta and the Peoria Reads planning committee have been hard at work on activities for this year's programming. Roberta gave interviews to several news shows last week as she spread the word about *The Hate U Give* and its associated activities.

D. Year of the Guitar

Randall reported that he and Jenni Davis have continued meeting with area arts and leisure organizations to coordinate Year of the Guitar activities. We will be hosting several Music in the McKenzie events as part of the Year of the Guitar celebration.

E. Illinois Library Association Legislative Breakfast

Randall reported that he joined library staff from throughout the area for ILA's annual legislative breakfast in Normal, IL. The library representatives got a chance to meet with legislators and their aides to share information about what the library is doing and to learn about how ILA is advocating for libraries in the state government.

F. Councilman Cyr's Constituency Meeting

Randall reported that he and Roberta spoke at Councilman Cyr's monthly constituent meeting at North Branch this month. They shared news with the group about the Library's new digital services as well as information about existing programs and services.

G. Downtown Rotary Presentation

Randall reported that he will be giving a presentation to the one described above to the Downtown Rotary Club on March 13.

H. State of the City Recognition

Randall reported that he attended the State of the City presentation on February 4 and was delighted to hear the mayor highlight the work of the Library at the event. He spoke highly of the Library and mentioned library administration in the presentation as well.

I. Economic Education Opportunity

Randall reported that he joined Deborah Roethler and other area leaders to discuss issues of economic disparity in the area and began to explore how the Library might serve as a meeting place for educators who want to share financial literacy education.

J. Lincoln Branch Roofing Project

Randall reported that he and Jay Furniss met with Farnsworth to discuss the Lincoln Branch roofing project. The bid packet will be available soon.

K. Contract Negotiations

Randall reported that contract negotiations with AFSCME continue.

L. Professional Fees

Jeanne Williamson reported that this item will be discussed in Executive Session.

M. Other

Randall reported that circulation is up 7.3% over last January.

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

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

- Beverly McClaskey has officially signed Friends up as the AmazonSmile charity of choice for Peoria Public Library's purchases at Amazon. Anyone may do likewise if they'd care to. Half of one percent of purchases made, excluding shipping and taxes, goes to Friends;
- Friends will purchase a tasteful, free-standing, upright sign to greet patrons as they enter Main Library. The sign will include the Friends name, logo, hours and days of operation, etc., and will be able to be turned around in months when a special program or event is occurring that Peoria Public Library would like to promote;
- Friends has voted to provide books to the Ronald McDonald House. Family House was suggested as well. The Family House Board of Directors will vote whether they wish to receive such donations from Friends, but we would be delighted to assist them;
- A potential perk for Friends members has been suggested – complimentary/assigned parking at Library facilities. Window cling stickers would be used that don't damage cars, and it would be good, free advertising for our organization. One, two, or three

spots could be designated at each location, depending on size: McClure and Lincoln Branches getting fewer. If approved, Friends would work with City Hall and Peoria Park District to coordinate the idea;

- The idea of creating flyers that define what programs Friends supports at Peoria Public Library was broached, and it was agreed this is an excellent concept. We will be working hard this year to broaden our profile in the community and celebrate the work we do on behalf of the Library.

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

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

A. Building/Long-Range Planning Committee

1. Report of the meetings of January 28, 2020 and February 11, 2020
Committee Chair Margaret Cousin reported that both meetings addressed the topic of landscaping at North Branch. The project is more complicated than merely surface landscaping as it will include demolition of the fountain, addressing drainage issues, and extension of the sidewalk. The work is expected to begin in early June. The Building Committee will next meet on Tuesday, March 10 at Main Library.

B. Community Relations Committee

1. Report of the meeting of February 4, 2020
Committee Chair Barbara Van Auken reported:
 - The committee received updates on the planned StoryWalks® at Lincoln Branch and North Branch;
 - Jenni Davis continues to work on a collaboration with Ronald McDonald House;
 - Barbara Van Auken appointed Dr. Arun Pinto to chair an ad hoc subcommittee to being in March to address PPL fine policy;

F. Personnel/Negotiations Committee

1. Report of the meetings of January 30, 2020 and February 18, 2020
Committee Chair Tiffanie Duncan reported that the Library negotiations team received a proposal from AFSCME and the next negotiations meeting with AFSCME will be held on February 25.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

#2020-22: EXECUTIVE SESSION

A motion was made by Margaret Cousin, seconded by Barbara Van Auken, to move into Executive Session at 5:42 p.m. for the purpose of discussing personnel matters (5ILCS 120/2(c)(1)). Motion carried by viva voce vote.

RETURN FROM EXECUTIVE SESSION

The Board returned from Executive Session at 5:54 p.m. and no further action was taken.

AGENDA BUILDING

None

#2020-24: ADJOURNMENT

A motion was made by Tiffanie Duncan, seconded by Barbara Van Auken, that this meeting be adjourned at 5:55 p.m. Motion carried.

Jeanne Williamson, President
Board of Library Trustees
Peoria Public Library