

**MINUTES  
ANNUAL MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
January 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 Annual 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, Dr. Arun C. Pinto, and Jeanne Williamson

Board Members Present via Audio Conference: Barbara Van Auken

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

Library Staff Present: Jennifer Davis, Manager of Public Relations; Chris Farris, Reference Assistant; Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; Jennifer Sevier, Manager of Reference Services; Nancy Spencer, Administrative Assistant; and Randall Yelverton, Executive Director

Others Present: Former Peoria Public Library Board member F. Eugene Rebholz

Board President Jeanne Williamson called for a motion that Barbara Van Auken be permitted to participate electronically because of personal illness or disability. Dr. Arun Pinto made this motion, seconded by Margaret Cousin. 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 three very nice items:

- Thank you card to Elise Hearn from a Lakeview patron for her assistance with PowerPoint;
- Thank you card to Elise Hearn from “Drew,” who comes to storytime at Lakeview;
- Thank you email to Jenni Davis, Alyce Jackson, Karla Wilkinson, Amber Lowery and her mom Linda for staffing a Peoria Public Library area at the Peoria Civic Center New Year’s Eve event for families.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

## **CONSENT AGENDA**

- A. #2020-01: Request to Approve Minutes as listed below:
1. Minutes of the Community Relations Committee meeting of December 3, 2019
  2. Minutes of the Building Committee meeting of December 10, 2019
  3. Minutes of the Regular Board meeting of December 17, 2019
  4. Minutes of the Regular Board meeting Executive Session of December 17, 2019
- B. #2020-02: Request to Approve Expenditures as listed below:
- |   |               |
|---|---------------|
| 1. Payroll for Period Ending December 20, 2019    | \$ 140,484.35 |
| 2. Payroll, Attendance Bonuses, December 20, 2019 | \$ 2,750.00   |
| 3. Payroll for Period Ending December 28, 2019    | \$ 69,635.09  |
| 4. Payroll for Period Ending January 11, 2020     | \$ 135,264.99 |
| 5. Regular Expenditures for January 2020          | \$ 183,631.46 |
| 6. 2019 Obligated Fund Expenditures – January     | \$ 300,348.53 |
- C. #2020-03: Request of the Executive Director to Approve Personnel Actions for the period ending January 17, 2020
- D. #2020-04: Finance Report from the Executive Director for the month of December 2019 with Request to Receive and File
- E. #2020-05: Library Use Statistics from the Executive Director for the month of December 2019 with Request to Receive and File
- F. #2020-06: Establish dates and times for 2020 Regular Board of Library Trustees meetings
- G. #2020-07: Request to Approve that the Minutes of the following Executive Session Meetings Remain Closed:
- Regular Board Meeting: Executive Session June 18, 2019
  - Regular Board Meeting: Executive Session July 16, 2019
  - Personnel/Negotiations Committee: Executive Session July 25, 2019
  - Personnel/Negotiations Committee: Executive Session August 13, 2019

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 Margaret Cousin, to approve Consent Agenda items #2020-01 through #2020-07 as presented. Motion carried by viva voce vote.

## **OTHER ACTION ITEMS**

- A. Agenda Report
1. #2020-08: Recommendation from the Administration to Adopt 2020 Peoria Public Library Goals

Randall Yelverton informed Board members that the only change to the Peoria Public Library Goals is the addition of a fifth bullet point to goal 2 which reads, "Update Library programs, services, and spaces to meet patron needs." This bullet point would cover projects such as the Media Lab. A motion was made by Margaret Cousin, seconded by Dr. Arun Pinto, that the 2020 Peoria Public Library Goals be approved as presented. Motion carried by viva voce vote.

2. #2020-09: Recommendation from the Administration to Adopt Revised Peoria Public Library By-Laws

Randall Yelverton noted that this revision deletes the Long-Range Planning Committee and establishes the Strategic Planning Committee as a separate committee. It also includes wording that the strategic plan should be reviewed annually. A motion was made by Lucy Gulley, seconded by Stephen Buck, that the revised Peoria Public Library By-Laws be approved 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. Library Programs

Randall reported that even with several days off for the holidays, this was a very busy month at Peoria Public Library. We had multiple programs, including a new bilingual story time and our popular New Year's Eve balloon drop at Lakeview Branch. Our staff also participated in a very busy New Year's Eve event at the Peoria Civic Center. About 2,000 people attended the event and our library booth was very busy.

C. Strategic Plan Progress

Randall reported that he met with staff representatives to discuss a draft of the strategic plan. The next step will be to present a second draft with revisions based on feedback to the planning committee, management, and staff representatives once again. Then the final draft will be presented to the Board for adoption.

D. Presentations to Rotary and Local Media

Randall reported that he had the opportunity to share information about the Library with multiple audiences this month, including a presentation to about 100 people at Rotary North this past week. He also spoke to our local NPR station about our new digital services and to the local news about the 22VA program in the art gallery. US Rep. Cheri Bustos also visited this exhibit, and Randall and Jenni Davis got the chance to welcome her and thank her for her use of Lincoln Branch for meetings.

E. Performance Reviews

Randall reported that he and Management Team members conducted annual performance reviews for staff and helped them set new goals for this year. They used the Library goals being presented to the Board this evening to help guide staff in the creation of their individual goals.

F. OLLI Classes

Randall reported that he and Roberta both presented programs at the Osher Lifelong Learning Institute this month: Roberta about this year's Peoria Reads book, *The Hate U Give* by Angie Thomas, and Randall about the author George Saunders. They appreciate the opportunity to work with OLLI once again and to represent the Library to a group committed to community education.

G. Year of the Guitar

Randall reported that the Library will be working with several arts organizations in the city as part of a Year of the Guitar initiative. Peoria Riverfront Museum will be bringing a guitar exhibit to the city, and we will be presenting some of our Music in the McKenzie programs as a part of this initiative.

H. *The Woman's Hour*

Roberta, Alyce, and Jenni are collaborating on a special project in 2020. Peoria Public Library was asked to have a second Peoria Reads title this year. We agreed and are partnering with the League of Women Voters, Peoria Historical Society, Peoria Riverfront Museum, and Dunlap Public Library on events commemorating the 100<sup>th</sup> anniversary of women's right to vote. The featured book is *The Woman's Hour* by Elaine Weiss. Author Elaine Weiss will be in Peoria on June 9 and 10 for programs at Peoria Riverfront Museum, Peoria Public Library, and Pettingill-Morrison House.

I. Contract Negotiations

Randall reported that we began contract negotiations with AFSCME last week and received the first round of suggested contract revisions from the union. We will be meeting again at a later date to present our contract revisions to the union.

J. Door Counts and Circulation

Randall reported that the door count total for December 2018 versus December 2019 is up 32.4% and the circulation total for this same timeframe has increased 11.3%. If you remove the Main Library counts from the December totals for both years, door count is up .3% and circulation is up 3.7%. For the year of 2018 versus 2019, door count is up 8.4% and circulation is up .2%.

K. Oath of Office

Roberta asked each Board member to sign the Oath of Office document and then Board Secretary Pat Barton will sign them to be retained in the Administrative Office files.

L. Statements of Economic Interest

Roberta reported that Board members will be receiving their Statements of Economic Interest electronically and they must be submitted by May 1, 2020.

M. Annual Library Certification

Roberta reported that the annual library certification documentation has been submitted.

N. Per Capita Grant

Roberta reported that the annual Per Capita application has been submitted to the Illinois State Library.

O. Other

None

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

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

- Friends met at North Branch and discussed ways to expand their presence in the building as 50% of Friends revenue is generated at North Branch;
- Edward Barry will present ideas regarding the expansion of the bee theme at North Branch at committee meetings in February;
- Friends approved a request from Randall to purchase a double-sided wooden book display for new books at North Branch;
- Randall is coordinating a group of young professions from Community Leadership School to help Friends strategize next year's membership drive;
- A Friends volunteer is donating funding to cover the cost of their printing needs;
- Friends membership mailings have increased from 55 to 300 during the recent membership drive;
- Lauren Malmberg was nominated and voted onto the Friends Board of Directors.

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

The Executive, 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 January 21, 2020

Committee Chair Margaret Cousin reported:

- The HVAC project is still in progress;
- Randall will be bringing up a Lakeview Branch HVAC project for consideration;
- The committee is working on fixing the issues behind North Branch and planning for landscaping of the area in spring;
- The City of Peoria has approved the use of the lawn next to the fire lane behind North Branch for the 20 North Branch StoryWalk® posts;

- Jay and Roberta reviewed the application regarding the North Branch siding and determined they still need a copy of the certificate of occupancy from the Admin Office files, invoice paperwork for the siding, and multiple photos showing the cracks in the siding;
- Randall has chosen some display furniture to be paid for by Friends;
- The interior emergency lighting at North Branch has exceeded its five-year warranty and so Jay is installing new, less expensive lighting to replace the fixtures that no longer work;
- The fireplace at North Branch is being used daily and staff members have rearranged the surrounding furniture to enhance the user experience.

#### B. Community Relations Committee

##### 1. Report of the meeting of January 7, 2020

Committee Chair Barbara Van Auken reported:

- Seventeen of the available twenty posts have been sold for the North Branch StoryWalk® which will be installed in the fall, while the Lincoln Branch StoryWalk® funded by Peoria Rotary Club will be installed this spring;
- A Little Free Library at the new Ronald McDonald House is being considered;
- Barbara Van Auken appointed Tiffanie Duncan the Board Liaison for the Media Lab;
- A draft of a bookmark to make patrons aware of the value of services they receive from the Library will be presented at a future meeting;
- Committee members discussed library fines and ensuring that they not be an impediment to Library use for patrons who are high school age and younger;
- Jenni Davis reported on the successful participation of Library staff at the New Year's Eve event at Peoria Civic Center and the Countdown to Noon event at Lakeview Branch;
- Roberta Koscielski reported on Peoria Reads 2020 featuring *The Hate U Give* by Angie Thomas;
- Jenni Davis is working on an overhaul of the Peoria Public Library website.

#### **PRESENTATION BY AUDIENCE**

Former Library Board member F. Eugene Rebholz addressed the Board as “a heavy Library user who is hardly ever in the Library.” He enjoys the at-home access to the Library databases and various newspapers as well as the ability to download many types of materials. He added that he had suggested to Denis Cyr to have someone from the Library address the monthly “Coffee with the Councilman” event at North Branch and this is scheduled to happen in February

#### **#2020-10: EXECUTIVE SESSION**

A motion was made by Barbara Van Auken, seconded by Stephen Buck, to move into Executive Session at 5:45 p.m. for the purpose of discussing personnel matters (5ILCS 120/2(c)(1)) and discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2)). Motion carried by viva voce vote.

**RETURN FROM EXECUTIVE SESSION**

The Board returned from Executive Session at 6:15 p.m. and no further action was taken.

**AGENDA BUILDING**

None

**#2020-14: ADJOURNMENT**

A motion was made by Margaret Cousin, seconded by Stephen Buck, that this meeting be adjourned at 6:17 p.m. Motion carried.

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Pat Barton, Secretary  
Board of Library Trustees  
Peoria Public Library