

**MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
July 21, 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 the Lower Level 2 Conference Room of Main Library.

**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: Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Mandar Pattekar, Dr. Arun Pinto, Vivian Rutherford, and Jeanne Williamson

Board Members Present via Audio Conference: Barbara Van Auken

Board Members Absent: Stephen M. Buck

Library Staff Present: Jennifer Davis, Manager of Public Relations; Michelle Decker, Budget & Finance Coordinator; Chris Farris, Reference Assistant; Alyce Jackson, Manager of Programming; 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. Lucy Gulley noted that they included many kudos to staff members for their work.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2020-76: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee meeting of February 4, 2020
2. Minutes of the Regular Board meeting of June 16, 2020
3. Minutes of the Regular Board meeting Executive Session of June 16, 2020

B. #2020-77: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending June 13, 2020 | \$129,564.67 |
| 2. Payroll for Period Ending June 27, 2020 | \$127,144.87 |
| 3. Payroll for Period Ending July 11, 2020 | \$127,294.01 |

4. Regular Expenditures for July 2020	\$198,201.47
5. Capital Development Fund Expenditures for July 2020	\$ 65,209.49

- C. #2020-78: Request of the Executive Director to Approve Personnel Actions for the period ending July 17, 2020
- D. #2020-79: Finance Report from the Executive Director for the month of June 2020 with Request to Receive and File
- E. #2020-80: Library Use Statistics from the Executive Director for the month of June 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 Dr. Arun Pinto, seconded by Margaret Cousin, to approve Consent Agenda items #2020-76 through #2020-80 as presented. Motion carried by viva voce vote.

#### **OTHER ACTION ITEMS**

- A. #2020-81: Recommendation from the Administration to Adopt a Revised Standards of Behavior Policy  
Randall Yelverton noted that no further changes were made to this policy since the approval of the first reading at the June Board meeting. A motion was made by Dr. Arun Pinto, seconded by Jeanne Williamson, to adopt the Revised Standards of Behavior Policy as presented. Motion carried by viva voce vote.
- B. #2020-82: Recommendation from the Administration to Adopt a Revised Smoke, Tobacco, and Cannabis Free Property Policy  
Roberta Koscielski noted that Masum Patel, Assistant City Attorney, City of Peoria, provided a definition of cannabis products that includes both the terms “sativa” and “indica.” This definition will replace the one that only included “sativa” but not “indica.” No further changes were made to this policy since the approval of the first reading at the June Board meeting. A motion was made by Dr. Arun Pinto, seconded by Jeanne Williamson, to adopt the Revised Smoke, Tobacco, and Cannabis Free Property Policy as presented. Motion carried by viva voce vote.
- C. #2020-83: First Reading Review of a Recommendation from the Administration to Adopt a Fine Free Policy  
Barbara Van Auken reported that the Community Relations Committee had been discussing the idea of revising the Library’s fine policy. Dr. Arun Pinto met multiple times with Randall and Roberta and they brought the Fine Free Policy to the July meeting of the Community Relations Committee. Jeanne Williamson stated that she supports this policy but is concerned about the loss of some revenue. She suggested that the Library develop something to make up for this and investigate other sources of revenue and fundraising. Barbara added that she would like to see a very aggressive fundraising effort as part of the

roll-out of this policy. Margaret Cousin assured Board members that the Friends will help as this is an opportunity to encourage Library users to give the money they are not paying in fines to the Friends. A motion was made by Barbara Van Auken, and seconded by Margaret Cousin, to follow the recommendation of the Community Relations Committee to accept the first reading review of the Fine Free Policy and bring it to the August Board meeting for approval. Motion carried by viva voce vote.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Randall Yelverton introduced new Board member Vivian Rutherford and asked the Board members to introduce themselves to her.

### **A. Upcoming Programming and Exhibits**

The monthly programming report was provided in the Board packet by Alyce Jackson.

### **B. Library Reopening**

Randall reported that all Library locations reopened on July 6. McClure is currently closed on Saturdays due to extra COVID-19 procedures and staffing needs.

### **C. Reopening Guidelines**

Randall reported that reopening guidelines were developed for opening our Library based on the DCEO Phase IV recommendations. In preparing these guidelines, the Management Team met multiple times to develop the procedures together and a meeting was held with union stewards to answer questions and gather ideas.

### **D. Patron Response**

Randall reported that patrons have been very cooperative and reopening has gone smoothly. He added that we have received very positive feedback from patrons, including the Peoria City/County Health Department Director, about our COVID procedures.

### **E. Staff Feedback**

Randall reported that we have received positive feedback from our staff and stewards about our careful actions during the pandemic. He added that staff members have been jumping into the new procedures with gusto.

### **F. Library in the News**

Randall reported that he was able to speak to WEEK, WMBD, WYZZ, and WWCT about our reopening plans.

### **G. Library Programming**

Randall reported that we are still conducting a mix of remote programming via Zoom and prerecorded programming on our YouTube page. There was also an outdoor yoga program last night on the lawn at Lincoln Branch.

### **H. Contract Negotiations**

Randall reported that we met for the next round of contract negotiations with AFSCME reps and our stewards on July 14.

I. New Board Member

Randall reported that he and Roberta met via Zoom with new Board member Vivian Rutherford to welcome her to the Board and provide an orientation.

J. Summer Reading

The 2020 Summer Reading Program ended on Saturday, July 18.

K. Other

Barbara Van Auken asked about the status of the Library website. Jennifer Davis reported that she and Laura Fehr are looking at websites from libraries across the country. They are also looking at the work and prices of local website companies. Their goal is to get the website recreated as soon as possible.

Dr. Arun Pinto asked how the Library is dealing with the issue of asymptomatic coronavirus carriers. Randall informed the Board of the many safety precautions that are being taken, including the wearing of masks by everyone in each building, six feet social distancing between people, cleaning of surfaces, and plexiglass barriers at the information desks. Jeanne Williamson added that Public Health Administrator Monica Hendrickson wrote an email to the Library complimenting the public health and safety measures in place at the Library.

Jeanne Williamson questioned the current hours of service at McClure Branch and said she doesn't think that McClure should be closed all weekend.

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

Margaret Cousin reported that the Friends have not met since March but they plan to meet in August. They are looking at approaches to fundraising. North Branch provides the most income from the sale of used books, while Main Library has the largest variety of used books for sale. Margaret added that the Friends will focus on recouping lost income due to the closure through the end of this year.

## **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 July 7, 2020

Committee Chair Barbara Van Auken reported that all donations and materials have been received for the StoryWalk® at North Branch. She added that Jay Furniss should have the posts in at North Branch by next Friday. Randall is working with the City of

Peoria and hopes to have the StoryWalk® at Lincoln Branch installed by August 15. Randall confirmed that both StoryWalks® should be completed by the third week in August. Jeanne Williamson suggested that having the grand openings on Saturday could make it easier for those who work during the week to attend.

#### **PRESENTATION BY AUDIENCE**

None

#### **OTHER BUSINESS**

None

#### **EXECUTIVE SESSION**

None

#### **AGENDA BUILDING**

Dr. Arun Pinto noted that Roberta Koscielski is being honored by the Illinois Library Association with their 2020 ILA Librarian of the Year Award. Roberta informed Board members that Karla Wilkinson, with assistance from Alyce Jackson and Jenny Sevier, nominated her for this award. Jenni Davis added that Roberta will be on WMBD news tomorrow.

#### **ADJOURNMENT**

A motion was made by Dr. Arun Pinto, seconded by Tiffanie Duncan, that this meeting be adjourned at 5:49 p.m. Motion carried.

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Lucy Gulley, President  
Board of Library Trustees  
Peoria Public Library