

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
June 16, 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 virtually via Zoom.

PLEDGE OF ALLEGIANCE

In the absence of a flag, the President dispensed with the reciting of the Pledge of Allegiance.

ROLL CALL

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

Board Members Absent: Dr. Mandar Pattekar

Board Member Vacancy: One

Library Staff Present: Michelle Decker, Budget & Finance Coordinator; Chris Farris, Reference Assistant; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Teri Miller, Manager of Outreach Services; and Randall Yelverton, Executive Director

Others Present: Councilman Sid Ruckriegel, Peoria Public Library Liaison

CORRESPONDENCE TO THE BOARD

Jeanne Williamson noted that Correspondence items were emailed to Board members ahead of this meeting and included thank you notes for curbside service, for work done by Jenni Davis for the Joint Information Center, for streaming services, and for “getting the libraries up and running!”

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2020-59: Request to Approve Minutes as listed below:

1. Minutes of the Nominating Committee meeting of May 19, 2020
2. Minutes of the Regular Board meeting of May 19, 2020

B. #2020-60: Request to Approve Expenditures as listed below:

- | | |
|--|--------------|
| 1. Payroll for Period Ending May 16, 2020 | \$127,650.50 |
| 2. Payroll for Period Ending May 30, 2020 | \$128,887.62 |
| 3. Regular Expenditures for June 2020 | \$345,212.09 |
| 4. Capital Development Fund Expenditures for June 2020 | \$ 53,045.64 |

- C. #2020-61: Request of the Executive Director to Approve Personnel Actions for the period ending June 16, 2020
- D. #2020-62: Finance Report from the Executive Director for the month of May 2020 with Request to Receive and File
- E. #2020-63: Library Use Statistics from the Executive Director for the month of May 2020 with Request to Receive and File
- F. #2020-64: Authorize the Executive Committee to Act on behalf of the Board of Trustees should there not be sufficient business or a quorum to hold a regular meeting during July and August 2020

Mrs. Williamson noted that Consent Agenda item #2020-61 would be discussed in Executive Session. She then asked Board members if they wished to have any other Consent Agenda items removed for further discussion. Hearing none, a motion was made by Margaret Cousin, seconded by Barbara Van Auken, to approve Consent Agenda items #2020-59 through #2020-60 and #2020-62 through #2020-64 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

- A. #2020-65: First Reading Review of a Recommendation from the Administration to Adopt a Revised Standards of Behavior Policy
Roberta Koscielski pointed out that the second bullet point on page three has been added to the policy since it was presented to the Library Board at the April 21, 2020 meeting. Randall Yelverton added that the second bullet point on page two which states that acting in a manner resulting in a risk of potential harm to staff or other patrons is unacceptable behavior will be helpful as we require patrons entering our Library locations to wear masks. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to accept the first reading of the Revised Standards of Behavior Policy and bring it for Board approval to the July 21, 2020 meeting. Motion carried by viva voce vote.
- B. #2020-66: First Reading Review of a Recommendation from the Administration to Adopt a Revised Smoke, Tobacco, and Cannabis Free Property Policy
Roberta Koscielski acknowledged the valuable assistance provided by Masum Patel, Assistant City Attorney, City of Peoria on revisions to this policy. She noted that the word “marijuana” has been replaced with “cannabis” to comply with Illinois state statutes, wording has been added regarding cannabis products may not be used in any motor vehicle or allowed on public property, those using or possessing cannabis products will be asked to leave the Library property and authorities may be called. In addition, a definition of cannabis products from the Illinois Cannabis Control Act was added to the definitions section of the policy. Board members requested information on whether the word “sativa” should be removed from the definition. Roberta said she would contact Masum Patel for

guidance. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to accept the first reading of the Revised Smoke, Tobacco, and Cannabis Free Property Policy and bring it for Board approval to the July 21, 2020 meeting. 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 and noted that staff members continue to provide virtual programming during the closure.

B. Expanding Curbside Service

Randall reported that the Library is now offering curbside service at all locations on Monday, Wednesday, and Friday. Patrons call in to make requests in the morning—or place holds any time of day on our online catalog—and then pick up items in the afternoon. We also are offering Saturday pick-up times at North and Lakeview Branches from 9 to 11 a.m. for those that can't make it to the library on other days.

C. Computer Appointments

Randall reported that the Library has begun offering computer appointments on Monday, Wednesday, and Friday at our Lincoln and McClure Branches. Patrons can also bring items to these locations to be photocopied by staff. Patrons are required to wear masks when entering the library.

D. Re-Opening Planning

Randall reported that we are in the middle of planning a way to open up each Library location to patrons for at least part of the day for a tentative starting day of June 29th. We are consulting state and local guidelines to prepare this service plan. Patron and staff safety are our paramount concern while planning.

E. Wearing Masks in the Library

Randall reported that all staff at any Library locations who are not sitting in a private office are asked to wear their mask at all times. We are asking managers to enforce these mask rules in order to ensure the safety of our staff and patrons.

F. Clearing Items off the Hold Shelf

Randall reported that when curbside service first began, there was a significant backlog of holds to work through, but thanks to the hard work of our staff, we are filling patron holds at a quicker pace.

G. Summer Reading

Randall reported that we are ending the second week of Summer Reading and currently have over 1,300 participants.

H. Landscaping Project

Randall reported that the landscaping project at North Branch is complete.

I. Negotiations

Randall reported that the Personnel/Negotiations Committee met recently and discussed future negotiations. Administration is working with AFSCME reps to select a date for our next negotiations meeting.

J. WTVP Appearances

Randall reported that the Library's WTVP ads are now airing, and the host of the recent WTVP special "Racial Inequality: A Local Conversation" discussed the Library during the special. He talked about our Peoria Reads book *The Hate U Give* as well as the reading list of materials concerning racial inequality that is currently featured on our website.

K. Prevailing Wage Ordinance

Randall reported that although an annual vote is no longer required to confirm the Board's compliance, Peoria Public Library continues to meet the requirements of the Prevailing Wage Act.

L. Circulation Numbers

Randall reported that the circulation total for May 2019 versus May 2020 is down 76.8% and we do not have visitor counts at any of our Library locations. Downloads of digital videos, audio books, books, and songs are up 70.6%.

M. Annual Standards Review

Roberta reported that although the Board typically begins reviewing the requirements for next year's Per Capita grant application in June, they are not yet available as the Illinois State Library has been closed and their staff is now beginning to put the requirements together.

N. Other

None

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

Margaret Cousin reported that the Friends did not meet in June; however they communicated via email about the proposed outdoor seating for North Branch. Margaret noted that Randall Yelverton gave Karla Wilkinson permission to assist the Friends in looking online for suitable furniture.

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

The Building, Community Relations, and Strategic Planning Committees did not have a report.

C. Executive Committee

1. Evaluation of the Executive Director

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

D. Finance Committee

1. #2020-67: Amend the 2020 Budget

Committee Chair Stephen Buck reported that the Finance Committee did not meet in June; however, the budget is amended at mid-year and at end of year to account for expenditures from the Capital Development Fund, Gifts & Memorials account, and grants throughout the year. This recommendation is to approve amendments of the 2020 budget by authorizing the City of Peoria Finance Department to transfer funds representing federal, state, and community grants, Gifts & Memorials, and Capital Development Fund expenditures in the amount of \$72,954. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to accept the recommendation as presented. Motion carried by viva voce vote.

E. Nominating/Appeals Committee

1. #2020-68: Election of Officers for 2020-2021

Committee Chair Margaret Cousin presented the following slate of officers for 2020-2021:

- Lucy D. Gulley – President
- Barbara Van Auken – Vice-President
- Tiffanie Duncan – Secretary

President Jeanne Williamson asked for any nominations from the floor and none were made. A motion was made by Stephen Buck, seconded by Dr. Arun Pinto, to approve the slate of officers for 2020-2021 as presented. Motion carried by viva voce vote.

F. Personnel/Negotiations Committee

1. Report of the meeting of June 4, 2020

Committee Chair Tiffanie Duncan reported that the outlook and scope of negotiations was discussed.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to move into Executive Session at 5:36 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 (5ILCS 120 2(c)(21)); 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)); 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 5:59 p.m. and the following actions were taken.

- A. #2020-70: 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 (5ILCS 120/2(c)(21))

A motion was made by Barbara Van Auken, seconded by Stephen Buck, to destroy the tape of the following meeting:

1. Regular Board Meeting: Executive Session July 17, 2018
 - a. 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 (5ILCS 120/2(c)(21))
 - b. 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))

Motion carried by viva voce vote.

- B. #2020-71: 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 Barbara Van Auken, seconded by Stephen Buck, to open the minutes of the following meeting:

1. Regular Board Meeting: Executive Session December 17, 2019
 - a. 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 (5ILCS 120/2(c)(21))
 - b. 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))

and to keep closed the minutes of the following two meetings:

2. Personnel/Negotiations Committee: Executive Session February 18, 2020
 - a. Discussion for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
3. Regular Board Meeting: Executive Session February 18, 2020
 - a. Discussion for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))

Motion carried by viva voce vote.

C. #2020-72: For the purpose of discussing personnel matters (5ILCS 120/2(c)(1))

A motion was made by Tiffanie Duncan, seconded by Stephen Buck, to approve the evaluation of the Executive Director and pay for his professional fees. Motion carried by viva voce vote.

A motion was made by Tiffanie Duncan, seconded by Barbara Van Auken, to approve Consent Agenda item #2020-61 Personnel Actions for the period ending June 16, 2020 as presented. Motion carried by viva voce vote.

D. #2020-73: For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))

No action was taken on this item.

AGENDA BUILDING

None

At this time, Jeanne Williamson opened the gift from the Board of Trustees that was delivered to her ahead of the Board meeting. The gift was a crystal gavel with the words:

To Jeanne Williamson

In gratitude for outstanding leadership 2018-2020

Peoria Public Library Board of Trustees

inscribed on the base. Lucy Gulley said that it has been the greatest pleasure working alongside Jeanne and that she has learned a lot and appreciates all her work. Jeanne Williamson replied that it was her pleasure and that the Library Board is a great Board to work with. Randall Yelverton added that he has appreciated their great working relationship. Barbara Van Auken pointed out that Jeanne Williamson's time as President of the Board included the search for the new Executive Director, installation of the Little Free Libraries, completion of the HVAC project at Main Library, and responding to the coronavirus pandemic.

ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Lucy Gulley, that this meeting be adjourned at 6:06 p.m. Motion carried.

Jeanne Williamson, President
Board of Library Trustees
Peoria Public Library