

**MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
May 19, 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, Lucy D. Gulley, Dr. Mandar Pattekar, Dr. Arun Pinto, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Tiffanie S. Duncan

Board Member Vacancy: One

Library Staff Present: Chris Farris, Reference Assistant; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director

Others Present: Brittini Clemons, WMBD; and Councilman Sid Ruckriegel, Peoria Public Library Liaison

**CORRESPONDENCE TO THE BOARD**

Roberta Koscielski noted that Randall Yelverton will be sharing some items during the Report of the Executive Director.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2020-49: Request to Approve Minutes as listed below:

1. Minutes of the Finance Committee meeting of September 24, 2019
2. Minutes of the Regular Board meeting of April 21, 2020

B. #2020-50: Request to Approve Expenditures as listed below:

- |   |              |
|---|--------------|
| 1. Payroll for Period Ending April 18, 2020 | \$127,465.50 |
| 2. Payroll for Period Ending May 2, 2020    | \$127,465.50 |
| 3. Regular Expenditures for May 2020        | \$337,921.52 |

- C. #2020-51: Request of the Executive Director to Approve Personnel Actions for the period ending May 15, 2020
- D. #2020-52: Finance Report from the Executive Director for the month of April 2020 with Request to Receive and File
- E. #2020-53: Library Use Statistics from the Executive Director for the month of April 2020 with Request to Receive and File
- F. #2020-54: Request to Adopt Resolution to renew participation in the Illinois Non-Resident Card program and to establish a fee of \$139 for the non-resident card for the year beginning July 1, 2020 and ending June 30, 2021

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 Dr. Arun Pinto, seconded by Barbara Van Auken, to approve Consent Agenda items #2020-49 through #2020-54 as presented. Motion carried by viva voce vote.

#### **OTHER ACTION ITEMS**

Roberta Koscielski reported that draft revised Standards of Behavior Policy and Smoke, Tobacco, and Marijuana Free Property Policy will be provided for review at the June Board meeting.

#### **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 are providing online programming during the closure.
- B. Curbside Planning  
Randall reported that it was a very busy month as the management team both planned for and launched curbside service in the midst of our COVID-19 state mandated-closure. At the beginning of the month, the management team was meeting daily via Zoom to discuss virtual Library operations as well as planning for curbside service. We are now meeting on Tuesdays and Thursdays to fine tune the service as we learn more with each day of our curbside model.
- C. Governor's Order  
Randall reported that the Governor's current order gives libraries a degree of autonomy in regards to their operations while also allowing non-essential businesses to conduct curbside delivery. plan was approved by both the City and Peoria City/County Health Department. We got the opportunity to share our plan at one of the health department's daily COVID briefings/press conferences.

#### D. Media Coverage

Randall reported that Jennifer Davis arranged for significant media exposure for curbside service which included interviews in print, on radio, and on television. Our service, while important, was also new and novel for the area which made it an interesting story. Peoria Public Library has taken the lead on curbside service for the area and the media took notice. None of it would have been possible without the work of the management team with their planning and execution. Randall also reported that he got the opportunity to do two brief spots that will air on WTVP, including an update on remote library services and a testimonial for their “We are WTV People” campaign.

#### E. Curbside Walk Through

Randall provided an outline of how curbside service is currently running at Peoria Public Library:

- Patrons can call our Main, Lakeview and North Branches Monday, Wednesday, and Friday from 9-11 a.m. to place holds. They can also place holds through our online catalog. They choose their preferred pick-up library.
- Library staff pulls the patron requests from our library shelves and contacts the patron to give them a pick-up time.
- Patrons are being asked to report to one of the three curbside libraries between 2-4 p.m. on Monday, Wednesday, and Friday.
- When patrons arrive, they park in one of our designated spaces and call the library. Our staff—who are wearing masks—take the items to the patron’s car. Patrons either open up their trunks or roll down their rear passenger window so staff can deliver the items.
- We are asking patrons to return all their items to the book drops. When staff empty the book drops, they are using gloves to do so. They place the book drop items on a cart, label the cart with the day the items came into the building, and then wait four days before checking them in.
- Between 11-2, staff members are pulling patron holds.
- Maintenance staff is delivering items between Peoria Public Library locations. We are not able to fulfill patron holds by using the existing ILL infrastructure because many libraries are still closed and the delivery system is not operational at the moment.

#### F. Safety Precautions

Randall indicated that, in order to keep staff safe, they have been keeping six feet of distance from each other and wearing masks when they occasionally have to work more closely. They have also been instructed to wash their hands frequently. In order to maintain distancing, we do not have many staff in our buildings at one time. As we slowly bring in more staff, though, we will develop teams that report in on different days in order to both maintain distancing and to limit staff exposure should one team member contract COVID. If a team member gets sick, we may have multiple staff out of commission while they are tested so we want to limit the impact of a positive test.

G. Summer Reading

Randall informed Board members that we are subscribing to a service called Beanstack which will allow us to offer a remote summer reading program to our patrons. We will have physical reading logs as well for those who can't access this online service.

H. Revised Budget

Randall reported that the Finance committee reviewed a new FY20 budget with a 5% reduction in revenue. This budget will be voted on at tonight's Board meeting.

I. Library Projects

Randall reported that the landscaping project at North Branch is underway and the roofing project at Lincoln Branch has also started.

J. Stats

Randall reported that the circulation total for April 2019 versus April 2020 is down 84.3% and we do not have visitor counts at any of our library locations. Downloads of digital videos, audio books, books, and songs are up 74.3%.

K. Other

None

L. Other

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

Margaret Cousin did not have a report as the Friends did not meet in May.

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

The Building, Community Relations, Executive, Personnel/Negotiations, and Strategic Planning Committees did not have a report.

D. Finance Committee

1. Report of the meeting of May 12, 2020

Committee Chair Stephen Buck reported that the City of Peoria requested we reduce our 2020 budget by 5% to align with the expected loss of property tax income for this year. The revised budget shows a \$200,000 reduction in the health insurance line along with reductions of \$78,000 each in the books and nonprint lines, and a reduction of \$5,000 in the education and meetings line.

2. #2020-55: Approval of Revised 2020 Budget

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve the revised 2020 budget as presented. Motion carried by viva voce vote.

E. Nominating/Appeals Committee

1. Report of the meeting of May 19, 2020

Committee Chair Margaret Cousin reported that the Committee met and recommends the following slate of officers for 2020-2021:

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

This slate of officers will be presented as an action item for approval on the agenda for the June Board meeting.

**PRESENTATION BY AUDIENCE**

None

**OTHER BUSINESS**

None

**EXECUTIVE SESSION**

None

**AGENDA BUILDING**

None

**ADJOURNMENT**

A motion was made by Barbara Van Auken, seconded by Margaret Cousin, that this meeting be adjourned at 5:30 p.m. Motion carried.

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Jeanne Williamson, President  
Board of Library Trustees  
Peoria Public Library