

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
September 15, 2020**

CALL TO ORDER

Board President Lucy Gulley called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:02 p.m. This Regular meeting was held in via Zoom.

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 Pinto, Vivian Rutherford, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Dr. Mandar Pattekar

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

Others Present: (screen name) I.M. Fletcher

President Lucy Gulley expressed well wishes and a speedy recovery to Dr. Mandar Pattekar.

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting. Lucy Gulley noted that they included moving communications, for example, from a McClure Branch StoryWalk® donor who recounted her childhood memories of visiting McClure and Lincoln Branches and from an Activities Coordinator at Lutheran Hillside Village who praised Librarian Cindy Wright's care and hard work she puts into serving their residents.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2020-96: Request to Approve Minutes as listed below:

1. Minutes of the Personnel/Negotiations Committee meeting of June 4, 2020
2. Minutes of the Personnel/Negotiations Committee Executive Session of June 4, 2020
3. Minutes of the Regular Board meeting of August 18, 2020

- B. #2020-97: Request to Approve Expenditures as listed below:
- | | |
|---|--------------|
| 1. Payroll for Period Ending August 22, 2020 | \$128,969.16 |
| 2. Payroll for Period Ending September 5, 2020 | \$132,705.82 |
| 3. Regular Expenditures for September 2020 | \$453,099.94 |
| 4. Capital Development Fund Expenditures for September 2020 | \$ 3,278.73 |
- C. #2020-98: Request of the Executive Director to Approve Personnel Actions for the period ending September 11, 2020
- D. #2020-99: Finance Report from the Executive Director for the month of August 2020 with Request to Receive and File
- E. #2020-100: Library Use Statistics from the Executive Director for the month of August 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 Barbara Van Auken, seconded by Dr. Arun Pinto, to approve Consent Agenda items #2020-96 through #2020-100 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

- A. #2020-101: Recommendation from the Administration to Adopt a Revised Fine Free Policy
A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to adopt the Revised Fine Free Policy as presented. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The monthly programming report was provided in the Board packet.
- B. Fine Free Launch
Randall reported that Fine Free launched this month on September 8.
- C. Fine Free Policy Update
Randall reported that in preparation for the Fine Free launch, existing late fines were removed from our patrons' records and some small procedural changes were made to bring our process in alignment with RSA recommendations.
- D. Media Appearances
Randall reported that on September 8 we announced our fine free initiative. The initial social media post has been viewed about 10,000 times as of September 11. WEEK/HOI-TV and WMBD did stories that day. On September 9, Roberta was on the Greg & Dan morning show. A PJS article appeared on the front of the Local/State section with a photo of Main Library. An interview with Randall was used in a WCBU news story as well as in their top story for their On Deck podcast. On September 11, Roberta was interviewed for Garry

Moore's radio show on 106.3 WPNV. We are not sure when it will air yet. We made a big splash in the news and look forward to more positive patron response.

E. StoryWalk® at North Branch

Randall reported that the new StoryWalk® is open at North Branch. Thank you to the many donors who made the installation possible and to those who were able to attend the opening ceremony on September 12 at 2:00 pm. There were many compliments on the landscaping added behind North Branch as well. We currently have StoryWalks® at three of our five library locations.

Board members discussed recognition of StoryWalk® donors and suggested an ad in the Journal Star. Lucy Gulley said she will follow up on this.

F. Website Development

Randall reported that the Fine Free roll-out and StoryWalk® events have kept us busy, but Jenni Davis has been in contact with several different companies, including two local businesses, about designing a new website. We are tentatively planning to have a new website ready for the public before the end of the year. We know that our patrons will appreciate an updated and easier way to navigate our many resources.

Board members asked about the cost of the website and Randall estimated it at \$12,000 to \$15,000. Jeanne Williamson noted that asking the Friends to assist with the cost of the website would be appropriate and Barbara Van Auken expressed her preference for a local business.

G. Public Service Staff

Randall reported that an additional staff member retired from Lincoln Branch and the Circulation Department at Main will soon lose a staff member who has completed professional studies and is starting a new career. Though we have been cautious with rehiring as we face uncertainty about future revenue and revenue collection, we have reached a point in staffing where we will need to fill departing positions in which staff aid in public service activities at the Library. If we do not fill these empty positions, we will have to begin to restrict hours of operation for our locations. Randall said he does not want to take this step and is planning on filling these positions soon.

Board members appreciated the need to fill certain public service positions to avoid reducing weekend hours. Barbara Van Auken noted that if the budget does not improve, we may have to cut some staff positions.

H. Contract Negotiations

Randall reported that contract negotiations continue with the union. The last meeting was held on Monday, September 14 and the meetings are ongoing.

I. COVID Procedures

Randall reported that though there have been COVID case count increases in Peoria, we remain in Phase 3 for the time being and will continue to operate with the same procedures we have been using for the last several months.

J. McClure Branch Hours

Randall reported that McClure Branch returned to normal hours of operation this month.

K. Rotary Presentation

Randall reported that he and Roberta spoke about the Library's digital resources and fine free launch at the Downtown Rotary Club this month. They spoke to both a live and Zoom audience at the event. The presentation went well, the audience was engaged, and feedback was positive.

L. Door Count and Circulation

Randall reported that the circulation total for August 2019 versus August 2020 is down 21% and the visitor count is down 76%. Both have decreased due to library use being restricted to short visits for picking up materials and people electing to limit their time in public spaces. Downloads of digital videos, audio books, books, and songs are up 53% over that same time period.

M. Other

None

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

Margaret Cousin reported that the Friends did not meet in September. Jamie Jones and Teri Miller coordinated the return of Lea McCall to North Branch. She started today with safety protocols in place. She has many donations to sort through. Margaret added that the reorganization of Friendly Finds at Main Library is taking longer than expected and so the reopening of the bookstore will occur in late October to early November. Randall offered the Friends use of shelving to the right of the holds shelves and left of Cossandra's office. Library staff will accept payment for book sale purchases from this shelving. Margaret announced that the Ben Franklin Club has raised close to \$10,000 and the Friends will soon need to begin their membership campaign.

Barbara noted that Dr. Pinto, Jeanne Williamson, and Jenni Davis are working on fundraising ideas to replace lost income from fines. Margaret Cousin reported that January and February brought typical income to Friends. Regular expenditure commitments include the Summer Reading Program, the kids' newspaper club at Lakeview Branch, and StoryWalk® maintenance.

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

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

F. Personnel/Negotiations Committee**1. Report of the meeting of August 27, 2020**

Committee Chair Tiffanie Duncan reported that the committee met and discussed issues that Randall brought up from negotiations and Randall provided feedback on these issues. The bulk of the meeting was held in Executive Session.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

Barbara Van Auken requested that the Board begin meeting at 5:30 p.m. to accommodate those who work. She noted that the public must be adequately advised of this change.

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Stephen Buck, to adjourn this meeting at 5:44 p.m.

Lucy Gulley, President
Board of Library Trustees
Peoria Public Library