

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
April 20, 2021

CALL TO ORDER

Board President Lucy Gulley called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:33 p.m. This Regular meeting was held in via Zoom.

PLEDGE OF ALLEGIANCE

Because this meeting was held via Zoom, the President dispensed with the reciting of the Pledge of Allegiance.

ROLL CALL

Board Members Present: Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Cathie Neumiller, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Stephen M. Buck, Dr. Mandar Pattekar, and Dr. Arun Pinto

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: David (Avi) Hearn

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting. Along with other items, included were thank you notes/emails to Librarian Deb Bier, Programming Librarian Karla Wilkinson, and Deputy Director Roberta Koscielski.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2021-24: Request to Approve Minutes as listed below:

1. Minutes of the Personnel/Negotiations Committee meeting of March 1, 2021
2. Minutes of the Personnel/Negotiations Committee Executive Session of March 1, 2021
3. Minutes of the Community Relations Committee meeting of March 2, 2021
4. Minutes of the Regular Board meeting of March 16, 2021

B. #2021-25: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending March 20, 2021 | \$128,711.02 |
| 2. Payroll for Period Ending April 3, 2021 | \$130,457.41 |
| 3. Regular Expenditures for April 2021 | \$491,051.20 |
| 4. Capital Development Fund Expenditures for April 2021 | \$ 35,465.79 |

- C. #2021-26: Request of the Executive Director to Approve Personnel Actions for the period ending April 16, 2021
- D. #2021-27: Request of the Executive Director to Receive and File Finance Report for the month of March 2021
- E. #2021-28: Request of the Executive Director to Receive and File Library Use Statistics for the month of March 2021
- F. #2021-29: Affirm Committee Assignments

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 Jeanne Williamson, seconded by Margaret Cousin, to approve Consent Agenda items #2021-24 through #2021-29 as presented. Motion passed unanimously by roll call vote.

OTHER ACTION ITEMS

- A. #2021-30: Ratify the Recommendation from the Administration to Support the City of Peoria's Efforts to Extend the Warehouse District TIF and the Hospitality and Improvement Zone TIF Districts for Twelve (12) Additional Years
Randall Yelverton reminded Board members that he had reached out to each of them regarding this request from the City of Peoria. He added that this extension would comprise the period from 2030 through 2042. A motion was made by Jeanne Williamson, seconded by Margaret Cousin, to approve item #2021-30 as presented. Motion passed unanimously by roll call vote.

Barbara Van Auken entered the meeting at 5:39 p.m.

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The monthly programming report was provided in the Board packet.

Randall reported on items B, C, D, H, and K at this meeting. Information on items E, F, G, I, J, L, M, and N were provided in Randall's Board packet cover memo to the Library Board.

- B. Opening Up Meeting Rooms and Adding Additional Seating
Randall reported that we began reopening some meeting rooms on April 5 as well as offering limited seating at our Library's study tables. We have limited meeting room capacity and allow one patron per study table. Patrons are asked to clean meeting room tables when they arrive and leave using the cleaning supplies we have provided to them. We have also stopped quarantining incoming library items consistent with our consortium's practices and the advice of the CDC about the low risk of surface transmission of COVID.
- C. Strategic Plan Update and Setting Next Committee Meeting to Discuss
Randall reported that as our COVID processes wind down, we have returned to focusing more on the Library's long-term operations strategies. We have completed the latest draft of

the Strategic Plan and have sent it to Library staff for comment. We will be arranging a meeting of the Strategic Planning Committee this month to review the latest draft. Following committee review, Randall will present the plan to the Board for review and approval.

D. State-Mandated Sexual Harassment Prevention Training for All Staff

Randall reported that the State of Illinois is requiring that we hold sexual harassment prevention training for our employees annually. We are using online training materials provided by our insurance company. There are separate courses for management and non-management. The management course includes some additional information about accountability and reporting. Staff are completing these online courses this month.

E. Five-Year Plan Update

Randall and Jay Furniss presented a five-year plan for potential capital development expenditures to the Building Committee. It included the cost for ongoing maintenance and potential capital projects, including purchasing new equipment and hardware.

F. Diversity, Equity, and Inclusion Meetings

Randall has begun attending a Diversity, Equity, and Inclusion roundtable with fellow librarians and HR professionals to discuss DEI initiatives and best practices. The first session was very helpful.

G. Collecting New Library Visitor Data

Randy Turner and his team have been installing new people counters at our Library locations that provide more visitor data than we have had in the past. One of the most useful features is the ability to break down visitor numbers hour by hour with ease due to the built-in features and corresponding software.

H. Leadership Opportunities in the Library

Randall reported that, as one of his job responsibilities is “to represent the Library with professional associations and other libraries in RAILS,” he has volunteered to serve on a committee for ILA and will be assigned to its Fundraising Committee. He has also volunteered for a seat on the RAILS Board and will wait to see if he is selected by the voting membership.

I. Peoria Reads 2021 and City Council Proclamation

The City recognized our annual Peoria Reads program with a special proclamation at the March 23 City Council meeting. Councilman Sid Ruckriegel was very complimentary of the Library at the meeting, and Mayor Jim Ardis recognized the excellent work of the Library during the pandemic and how we managed to adjust operations while still serving the public.

J. Library History Programming

One of the 2021 Peoria Reads events is a series of three special virtual programs presented by Karla Wilkinson and Amber Lowery about the history of Peoria Public Library. The first program was very successful and had 52 participants. This program is now available on YouTube for those who were not able to attend the Zoom event.

K. New Patio Furniture at North Branch

Randall reported that the new patio furniture for North Branch is installed. Thank you to our donors (Sid Ruckriegel and Andrew Rand, Sally Snyder, and Margaret and Paul Cousin) for making this possible.

L. Early Voting at the Library

The Library hosted early voting at Main Library. We were a polling location on Election Day at North Branch.

M. WTVP Underwriting for Hemingway Program

The Library helped underwrite WTVP's recent presentation of the Ken Burns Hemingway documentary. For a very reasonable price, we were able to get ads before the program as well as ad placement on several WTVP channels including World and Create.

N. Door Count, Circulation, and Download Totals

The circulation total for March 2021 versus March 2020 is up 42%. The visitor count numbers for the same period are down 31%. Downloads of digital videos, audio books, books, and songs are up 3% over that same time period.

O. Oath of Office

Board members who have not done so were reminded to sign their 2021 Oath of Office form and email it to Roberta.

P. Statements of Economic Interest

Board members were reminded to electronically submit their Statement of Economic Interest if they have not already done so.

Q. Other

None

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

Margaret Cousin reported that the Friends Treasurer's Report for March was included in the Board packet. She added that Matt McClellan has been working diligently in his role of online seller for Friends of Peoria Public Library.

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

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

A. Building Committee

1. Report of the meeting of March 30, 2021

Committee Chair Jeanne Williamson reported that the five-year Capital Development Fund plan was reviewed by Randall and Jay for the committee. Mrs. Williamson stated that this plan of potential spending is extremely detailed and Randall and Jay did a wonderful job putting it together. Mrs. Williamson also noted that the lounge on the first

floor of Main Library has not worked out as intended so it will become a meeting space requiring a reservation prior to use. She said that the Building Committee endorses this change of use for the lounge. Mrs. Williamson also reported that three charging stations are being installed at North Branch and that the patio furniture is in place at the branch and this project came together very well.

B. Community Relations Committee

1. Report of the meeting of April 6, 2021

Committee Chair Barbara Van Auken reported that the new website is working fine now and is great. Community partnerships described at the committee meeting include:

- Main Library hosted early voting and North Branch served as a polling place.
- AARP Tax Help appointments at Main and North Branch are filled through May and no further appointment are available.
- PPL, WTVP, and Peoria City/County Health Department collaborated on televised story times.
- PPL, Peoria Riverfront Museum, Peoria Historical Society, and League of Women Voters are working together to celebrate the 101st anniversary of women's suffrage since the 100th anniversary plans were cancelled due to COVID.
- Peoria Reads 2021, for its 20th year, has kicked off the reading of *The Library Book* by Susan Orlean.
- Peoria Public Library has resumed offering passes to Peoria Riverfront Museum available for checkout to PPL cardholders.
- PPL helped underwrite the WTVP Ken Burns Hemingway documentary series resulting in advertising for the Library.
- Library staff member Robert Kaplafka will present a virtual program on getting your bicycle ready for spring for patrons from PPL and Dunlap Public Library.

F. Personnel/Negotiations Committee

1. Report of the meeting of March 31, 2021

Committee Chair Tiffanie Duncan reported that the committee met to discuss with the attorney the next steps for the grievances which are being taken to arbitration.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to adjourn this meeting at 5:54 p.m. Motion carried unanimously by roll call vote.

Tiffanie Duncan, Secretary
Board of Library Trustees
Peoria Public Library