

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
August 17, 2021

**CALL TO ORDER**

Board President Stephen Buck called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:32 p.m. This Regular meeting was in the Lower Level 2 Conference Room, at Main Library, 107 NE Monroe, Peoria, Illinois.

**PLEDGE OF ALLEGIANCE**

The President requested that all those who are able to please stand and join him in saying the Pledge of Allegiance.

**ROLL CALL**

Board Members Physically Present: Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, and Roberta Parks

Board Members Present Via Conference Phone: Barbara Van Auken and Jeanne Williamson

Board Members Absent: Cathie Neumiller and one vacancy

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Jenny Sevier, Manager of Reference Services; and Randall Yelverton, Executive Director

Others Present: None

A motion was made by Roberta Parks, seconded by Margaret Cousin, to approve the attendance at this meeting of Barbara Van Auken via conference phone because of illness or disability and Jeanne Williamson via conference phone because of family or other emergency. Motion carried unanimously.

**CORRESPONDENCE TO THE BOARD**

None

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2021-58: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of July 27, 2021
2. Minutes of the Regular Board meeting Executive Session of July 27, 2021

B. #2021-59: Request to Approve Expenditures as listed below:

- |   |              |
|---|--------------|
| 1. Payroll for Period Ending July 24, 2021  | \$125,540.50 |
| 2. Payroll for Period Ending August 7, 2021 | \$153,082.57 |

3. Regular Expenditures for August 2021

\$235,155.46

- C. #2021-60: Request of the Executive Director to Approve Personnel Actions for the period ending August 13, 2021
- D. #2021-61: Request of the Executive Director to Receive and File Finance Report for the month of July 2021
- E. #2021-62: Request of the Executive Director to Receive and File Library Use Statistics for the month of July 2021

Mr. Buck asked Board members if they wished to have any Consent Agenda items removed for further discussion. Hearing none, a motion was made by Margaret Cousin, seconded by Tiffanie Duncan, to approve Consent Agenda items #2021-58 through #2021-62 as presented. Motion passed unanimously.

**OTHER ACTION ITEMS**

- A. #2021-63: Recommendation from the Administration to Adopt a 2021-2023 Strategic Plan  
A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve the 2021-2023 Strategic Plan as presented. Motion passed unanimously.
- B. #2021-64: Recommendation from the Administration to Adopt a Reconsideration of Materials Policy  
A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve the Reconsideration of Materials Policy as presented. The motion carried with one nay vote (Williamson).
- C. #2021-65: First Reading Review of a Recommendation from the Administration to Adopt a Revised Circulation Policy Manual  
Randall noted that revisions to this policy include the implementation of a Fine Free Policy in September 2020. A motion was made by Margaret Cousin, seconded by Roberta Parks, to approve the first reading of the Revised Circulation Policy Manual as presented and bring it to the September meeting for Board approval.

**REPORT OF THE EXECUTIVE DIRECTOR**

- A. Upcoming Programming and Exhibits  
The August programming report as well as the August events calendar were provided in the Board packet.
- B. New Board Member Introduction  
Randall welcomed Roberta Parks to the Board of Trustees.
- C. Orientation for New Board Members  
Randall reported that he and Roberta Koscielski provided an orientation to new Board member Roberta Parks and will provide an orientation to new Board member Melissa Whitney ahead of the September Board meeting.

D. COVID Updates

Randall reported that we have continued to allow patrons and staff to opt in to wearing masks in Library locations if they choose. We continue to ask unvaccinated visitors to wear masks.

E. ILA Fundraising Committee

Randall attended an Illinois Library Association Fundraising Committee meeting this month and discussed new fundraising methods for this professional organization.

F. Meeting with Area Directors

Randall met with area library directors to discuss current challenges in the pandemic environment as well as ongoing policy issues

G. Circulation Policy Updates

Randall noted that he and Roberta have worked on updating the Circulation Policy Manual with extensive help from Cossandra Stokes as well as assistance from other Library managers.

H. Distributing Library Cards to PPS Kindergarten Students

Randall reported that today was Kindergarten Welcome Day at Peoria Public Schools. Alyce Jackson put out the call to staff so that each of the 12 participating schools had a Library staff member on hand to sign children and family members up for Library cards.

I. IT Manager Job Search

Randall reported that we have concluded the application phase of the IT Manager job search and will now begin reviewing application materials and setting up interviews.

J. McClure Branch Lift Repairs

Randall reported that the Building Committee met last night and information regarding the needed repairs will be shared during the committee reports section of this meeting.

K. Door Count and Circulation Update

Randall reported that the circulation total for July 2021 versus July 2020 is up 6.7%. The visitor total for the same period increased by 71%. Downloads of digital videos, audio books, books, and songs are down 27%.

L. Standards for Illinois Public Libraries, Chapter 5 “Building Infrastructure and Maintenance” and Chapter 6 “Safety”

Randall noted that these two chapters were included in the Board packet and asked for any questions about them.

M. Other

None

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

Margaret Cousin reported that the August Liaison Report and July Treasurer's Report were included in the Board packet. She added that last year the Ben Franklin Club fundraiser brought in \$13,000 and she hopes to match or surpass that amount with this year's Li'l Readers campaign. She noted that Friends membership has doubled in 2 years and income from memberships has more than tripled in the during the same period.

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

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

**A. Building Committee**

**1. Report of the meeting of August 16, 2021**

Committee Chair Jeanne Williamson reported that the Building Committee met last night and major work is needed to get the McClure Branch lift back in working condition and ensure it is up to code and ADA compliant. The cost could be up to \$100,000. The next step will be to hire an architect to work on the specifications. No Board action is needed at this point.

Jeanne Williamson added that the purchase of a new digital printing press at a cost of \$19,000 will be recommended for approval at the September Board meeting. She also noted that Jay Furniss will be working on replacing the 2004 Impala with a large van. Funding for all three of these projects will come from the Capital Development Fund.

**PRESENTATION BY AUDIENCE**

None

**OTHER BUSINESS**

None

**EXECUTIVE SESSSION**

None

**AGENDA BUILDING**

None

**ADJOURNMENT**

A motion was made by Margaret Cousin, seconded by Roberta Parks, to adjourn this meeting at 6:00 p.m. Motion carried unanimously.

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Cathie Neumiller, Secretary  
Board of Library Trustees  
Peoria Public Library