

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
July 27, 2021**

CALL TO ORDER

Board President Lucy Gulley called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:31 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: Stephen M. Buck, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Cathie Neumiller, Dr. Mandar Pattekar, and one vacancy

Library Staff Present: Jennifer Davis, Manager of Public Relations; 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: None

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting. Along with other items, included were compliments about Library service and staff and a thank you email from the Red Cross for the recent blood drive at North Branch which exceeded their collection goal.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2021-45: Request to Approve Minutes as listed below:

1. Minutes of the Strategic Planning Committee meeting of November 24, 2020
2. Minutes of the Community Relations Committee meeting of May 4, 2021
3. Minutes of the Regular Board meeting of May 18, 2021
4. Minutes of the Regular Board meeting Executive Session of May 18, 2021
5. Minutes of the Community Relations Committee meeting of June 1, 2021

B. #2021-46: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending May 15, 2021 | \$126,288.57 |
| 2. Payroll for Period Ending May 29, 2021 | \$125,560.72 |
| 3. Payroll for Period Ending June 12, 2021 | \$127,355.89 |

4. Payroll for Period Ending June 26, 2021	\$132,726.07
5. Payroll for Period Ending July 10, 2021	\$125,044.44
6. Regular Expenditures for June 2021	\$423,927.50
7. Regular Expenditures for July 2021	\$247,950.80
8. Capital Development Fund Expenditures for June 2021	\$ 1,696.75

- C. #2021-47: Request of the Executive Director to Approve Personnel Actions for the periods ending June 11, 2021 and July 16, 2021
- D. #2021-48: Request of the Executive Director to Receive and File Finance Reports for the months of May 2021 and June 2021
- E. #2021-49: Request of the Executive Director to Receive and File Library Use Statistics for the months of May 2021 and June 2021

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 Margaret Cousin, to approve Consent Agenda items #2021-45 through #2021-49 as presented. Motion passed unanimously by roll call vote.

OTHER ACTION ITEMS

- A. #2021-50: First Reading Review of a Recommendation from the Administration to Adopt a 2021-2023 Strategic Plan
Barbara Van Auken commented on the above-average quality of the plan and said she was impressed by the work of Randall and the Strategic Planning Committee on it. Randall added that Jenni Davis also worked diligently on the plan. A motion was made by Jeanne Williamson, seconded by Barbara Van Auken, to approve the first reading of the 2021-2023 Strategic Plan as presented and bring it to the August meeting for Board approval. Motion passed unanimously by roll call vote.
- B. #2021-51: First Reading Review of a Recommendation from the Administration to Adopt a Reconsideration of Materials Policy
Randall noted that procedures for addressing patron concerns about materials in the Peoria Public Library collection have been in place for many years. Since a policy had not been in writing, Randall referred to the policy recommended by the American Library Association and included our standard procedures to create the policy included in the Board packet. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve the first reading of the Reconsideration of Materials Policy as presented and bring it to the August meeting for Board approval.
The motion carried by roll call vote.
Yeas: Buck, Cousin, Duncan, Gulley, Van Auken – 5
Nays: Williamson – 1

REPORT OF THE EXECUTIVE DIRECTOR

A. Upcoming Programming and Exhibits

The June and July programming reports as well as the July events calendar were provided in the Board packet.

B. Phase Five Changes to Library Services

Randall reported that Phase Five began on June 11. Maintenance staff moved all seating back into our Library locations and meeting spaces resumed being booked.

C. Future Board and Committee Meetings

Randall reported that future Board and committee meetings will be held virtually or in-person depending on executive orders by the Governor.

D. Friendly Finds Bookstore Reopening

To promote the reopening of Friendly Finds Bookstore and summer reading, Randall appeared on The Greg and Dan Show. He got a chance to talk about the selection and great deals available at the bookstore and was able to speak about the permanence of the fine free policy.

E. Mayor's Welcome Event

Randall attended the welcome event for Mayor Rita Ali held at Dozer Park in May. He networked with area leaders and heard a presentation from Mayor Ali about the future of Peoria.

F. ALA Virtual Conference

Randall attended the Virtual ALA Annual Conference at the end of June. He attended many virtual sessions with a focus on Diversity, Equity and Inclusion as well as understanding legal issues facing libraries. He will have access to many recorded conference sessions for the next year to further his professional development.

G. RAILS Office Relocated

Randall reported that the RAILS materials distribution center has located a new office and will be moving their operations there. Peoria Public Library should not see any disruption in the delivery service.

H. Kanopy Purchased by OverDrive

Randall reported that Kanopy was purchased by OverDrive. This may mean that the Kanopy app will eventually be disappearing, but OverDrive has promised "business as usual" for the time being. Randall will provide more information when he has it.

I. Peoria Arts Meeting

Randall reported that he met with Deborah Roethler, JD Alfonso (Peoria Area Convention and Visitors Bureau) and Rik Edgar (Peoria Civic Center) to discuss post-pandemic arts programming.

J. Received RAILS Training Grant

Randall reported that he received a RAILS training grant to offer Unconscious Bias training from HR Source at our 2021 Staff Day in October. As part of the grant requirements, staff from area libraries will be invited to attend this presentation.

K. Strategic Plan Update

Randall reported that the Strategic Planning Committee met on May 26 to review the latest draft of the plan. They offered suggestions which were added to the draft that was included in the Board packet.

L. Staff Mid-Year Evaluations

Randall reported that as part of our contract negotiations, the number of performance review sessions for staff were reduced for the next two years. Managers have completed one of two performance reviews—the mid-year check-in—and Randall and Roberta held our mid-year check-ins with management staff as well.

M. Peoria Innovations Alliance Open House

Randall reported that he attended the Peoria Innovation Alliance Open House for the opening of their new Adams Street office. He has collaborated on some projects with Jake Hamann, the Alliance director, in the past and they plan to work together in the future.

N. Insurance Cost Increase

Randall reported that he met with LIRA, our Illinois libraries insurance co-op, to discuss potential insurance increases for 2022. They advised that we plan for a potential 30% increase in insurance this year. An annual increase in nationwide disastrous weather events and rising cybercrimes are likely to have a significant impact on our coverage. We'll receive the actual amount in November which may fall below 30%.

O. ILA Committee Orientation

Randall reported that he attended orientation for ILA committee members this month. He will be serving on the ILA Fundraising Committee this year. ILA will focus on member-wide fundraising efforts this year.

P. Potential Partnership with Peoria Public Schools

Randall, Alyce Jackson, and Jenni Davis met with Dr. Sharon Kherat, Superintendent of Peoria Public Schools, to discuss a potential collaboration with the Library for media literacy instruction.

Q. OSF Job Fair

Randall reported that OSF held a Job Fair at Main Library last week. Jenni Davis met with attendees at the event to share Library job searching resources like Brainfuse.

R. Randy Turner Retiring

Longtime IT Manager Randy Turner will be retiring from Peoria Public Library at the end of this month. We appreciate his many years of service to the Library. He will be missed. We are posting his opening this week.

S. Door Count and Circulation Update

Randall reported that both circulation and door count were up in May and June compared with May and June 2020 due to pandemic restrictions last year. Downloads of digital videos, audiobooks, and songs are down compared with the same time frame last year.

T. Standards for Illinois Public Libraries, Chapter 2 “Governance and Administration,” Chapter 3 “Personnel,” and Chapter 4 “Access”

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

U. Other

None

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

Margaret Cousin reported that the Friends did not have a July meeting. Letters for the L’il Readers fundraiser have been mailed. Peoria Public Schools purchased many children’s books from the Friends sale.

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

The Building and Personnel/Negotiations Committees did not have a report.

B. Community Relations Committee

1. Report of the meetings of June 1, 2021 and July 6, 2021

Committee Chair Barbara Van Auken reported that Tiffanie Duncan replaced former Board member Norm Burdick as the liaison for the Little Free Library at CityLink. Randall will work with Lisa Fisher to place a Little Free Library (formerly at Sweet CeCe’s) at the Boys & Girls Club on Grinnell Street.

C. Executive Committee

1. Evaluation of the Executive Director

Lucy Gulley reported that the evaluation of the Executive Director has been completed.

D. Finance Committee

1. #2021-51: Amend the 2021 Budget

Randall explained that the budget is amended at mid-year and end of year to account for expenditures from the Capital Development Fund, Gifts & Memorials Account, and Grants throughout the year. A motion was made by Jeanne Williamson, seconded by Barbara Van Auken, to approve item #2021-51 as presented. Motion passed unanimously by roll call vote.

E. Nominating/Appeals Committee

1. #2021-52: Election of Officers for 2021-2022

Committee Chair Barbara Van Auken presented the following slate of officers for 2021-2022:

- Stephen Buck – President
- Tiffanie Duncan – Vice-President
- Cathie Neumiller – Secretary

Ms. Van Auken asked for any nominations from the floor and none were made. Ms. Van Auken declared the nominations closed. A motion was made by Margaret Cousin, seconded by Jeanne Williamson, to approve the slate of officers for 2021-2022 as presented. Motion passed unanimously by roll call vote.

G. Strategic Planning Committee

1. Report of the meeting of May 26, 2021

Randall reported that the committee met and approved the Strategic Plan which was approved earlier at this meeting by the full Board.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

Barbara Van Auken noted that outgoing Board President Lucy Gulley was presented with a crystal gavel from the Board of Trustees. Barbara and Board members thanked Lucy for her service as Board President during this challenging year when everyone learned how to participate in Zoom meetings. Lucy Gulley thanked Board members for their assistance during her term.

#2021-54: EXECUTIVE SESSION

A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to move into Executive Session at 6:18 p.m. for the purpose of discussing personnel matters (5ILCS 120/2(c)(1)). Motion passed unanimously by roll call vote.

RETURN TO REGULAR SESSION

The Board returned to Regular Session at 6:27 p.m.

A. #2021-55: Discussion of personnel matters (5ILCS 120/2(c)(1))

A motion was made by Jeanne Williamson, seconded by Tiffanie Duncan, to approve the evaluation of the Executive Director as presented along with a salary increase for him of 2.5% retroactive to July 1, 2021. Motion carried unanimously by roll call vote.

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Tiffanie Duncan, seconded by Jeanne Williamson, to adjourn this meeting at 6:30 p.m. Motion carried unanimously by roll call vote.

Tiffanie Duncan, Secretary
Board of Library Trustees
Peoria Public Library