

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
March 16, 2021**

CALL TO ORDER

Board President Lucy Gulley called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:30 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, Cathie Neumiller, Dr. Mandar Pattekar, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Dr. Arun Pinto

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 thank you notes/emails from United Way, Kellar Primary School, Mature Readers Book Club, and United States Census Bureau.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2021-13: Request to Approve Minutes as listed below:

1. Minutes of the Community Relations Committee meeting of November 10, 2020
2. Minutes of the Personnel/Negotiations Committee meeting of December 10, 2020
3. Minutes of the Personnel/Negotiations Committee Executive Session of December 10, 2020
4. Minutes of the Annual Board meeting of January 19, 2021
5. Minutes of the Personnel/Negotiations Committee meeting of January 26, 2021
6. Minutes of the Personnel/Negotiations Committee Executive Session of January 26, 2021

7. Minutes of the Personnel/Negotiations Committee meeting of February 3, 2021
8. Minutes of the Personnel/Negotiations Committee Executive Session of February 3, 2021

B. #2021-14: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending January 23, 2021	\$127,071.09
2. Payroll for Period Ending February 6, 2021	\$128,840.08
3. Payroll for Period Ending February 20, 2021	\$127,124.26
4. Payroll for Period Ending March 6, 2021	\$127,336.72
5. Regular Expenditures for February 2021	\$151,897.32
6. 2020 Obligated Fund Expenditures – February	\$ 66,953.84
7. Capital Development Fund Expenditures for February 2021	\$ 8,563.40
8. Regular Expenditures for March 2021	\$199,166.83
9. 2020 Obligated Fund Expenditures – March	\$ 16,113.77

C. #2021-15: Request of the Executive Director to Approve Personnel Actions for the period ending March 12, 2021

D. #2021-16: Request of the Executive Director to Receive and File Finance Reports for the months of January 2021 and February 2021

E. #2021-17: Request of the Executive Director to Receive and File Library Use Statistics for the months of January 2021 and February 2021

F. #2021-18: Affirm Committee Assignments

Roberta Koscielski noted that there have not yet been any changes or updates to the committee assignments. Mrs. Gulley asked Board members if they wished to have any Consent Agenda items removed for further discussion. Ms. Van Auken noted she wished to pull #2021-14 item #8 for further discussion. Hearing no others, a motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to approve Consent Agenda items #2021-13 through #2021-18 with the exception of #2021-14 item 8 as presented. Motion passed unanimously by roll call vote.

B. #2021-14: Request to Approve Expenditures as listed below:

8. Regular Expenditures for March 2021	\$199,166.83
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Ms. Van Auken asked for further details about the March expenditures from the Building Supplies and Miscellaneous accounts. Randall provided the information to her. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve item #2021-14 item 8 as presented. Motion carried unanimously by roll call vote.

OTHER ACTION ITEMS

- A. #2021-19: Recommendation from the Administration to Adopt Revised Bylaws
Randall Yelverton reviewed the proposed revisions to the Bylaws and noted that no further changes have been made since the first reading review at the January Board meeting. A motion was made by Jeanne Williamson, seconded by Stephen Buck, to adopt the revised bylaws as presented. Motion carried unanimously by roll call vote.
- B. #2021-20: Recommendation from the Administration to Adopt a Succession and Transition Policy
A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to adopt the Succession and Transition Policy as presented. Motion carried unanimously by roll call vote.

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The monthly programming report was provided in the Board packet. Randall highlighted current and upcoming events including STEM activity kits, a virtual pet show in collaboration with Peoria Humane Society and Peoria Reads 2021 featuring *The Library Book* by Susan Orlean.
- B. Re-opening the Library in February
Randall reported that everyone was eager to re-open to the public at the beginning of February. Currently there is no seating in the library and meeting rooms remain closed, but patrons can browse shelves, use public computers, and copy and send documents via our computers and office hardware.
- C. New Library Website
Randall reported that the new Library website went live last week and he is very happy with it. However, an issue came up and he, Jenni Davis, and Randy Turner are working with the developer on it. The website is seeing a lot of traffic and there were bandwidth issues so the developer is setting up dedicated server space for it. Randall indicated that we are very proud of the new website.
- D. Information Literacy Efforts
Randall reported that the new website includes a robust section on information literacy. Information literacy is a pressing, nationwide issue, and an issue the Library has a responsibility to address. Information literacy resources available at the Library will continue to be highlighted, including print resources and the staff information specialists. As part of this effort, Randall collaborated with Jenni Davis on an information literacy editorial that appeared in Peoria Magazine. This led to an invitation to appear on WTVP's At Issue where Randall got a chance to talk about information literacy. This article and a link to the interview was provided in the Board correspondence email.

E. IPLAR and Other Annual Documents

Randall reported that Roberta completed the Illinois Public Library Annual Report (IPLAR) as well as the Per Capita Grant application. She collected data from multiple staff members and compiled the info into the online databases per state requirements. Completion of the IPLAR is a necessary prerequisite for applying for the Per Capita Grant. In addition, she completed the state's Annual Library Certification and the ILLINET ILL Statistical Survey—an annual account of our interlibrary loan activity.

F. Multi-organization Grant Effort

Randall reported that the Library has been part of a large multi-organization grant proposal being spearheaded by Dr. Rita Ali, ICC Vice President of Workforce and Diversity. It is a Promise Neighborhoods Grant and is offered by the U.S. Department of Education. The grant would bring \$30 million dollars to the 61605 area code and go toward family services and workforce development programs. This would include money for technological infrastructure improvement throughout these neighborhoods as well. The Library would participate in the grant by providing in-kind contributions of materials and staff support via Lincoln Branch. Randall has been meeting with Dr. Ali and representatives from throughout the area as the ICC team prepares the grant and he will let the Board know if it is successful.

G. AARP Tax Prep

Randall reported that AARP tax preparation is taking place at both North Branch and Main Library. AARP has put new safety protocols in place and has held many appointments so far.

H. New Administrative Assistant

Randall reported that a new Administrative Assistant began duties at the Library. Leanna Radford joined the Admin Office team on February 8.

I. Vaccine Webinars

Randall reported that he and Roberta attended webinars on the effects of COVID on library services, including information on vaccines and associated HR issues that may arise as vaccines are offered more widely.

J. ILA Annual Legislative Breakfast

Randall reported that he attended ILA's annual Legislative Breakfast—virtually this year—and got a chance to share with the attending legislators many photos and some information on how Peoria Public Library responded to the COVID crisis.

K. Update Capital Development Projections

Randall reported that he has been working with Jay Furniss on prioritizing capital development projects and updating the five-year projection for capital expenditures.

L. Preparation of Media Lab Space

Randall reported that Manager of Reference Services Jenny Sevier has been weeding the second-floor reference collection and Jay Furniss and his team have been removing shelving from the second floor in preparation for the future construction of the Library's media lab in this space. He thanked them for their work on this project.

M. Early Voting

Randall reported that the Library was a host for voting on February 23 at North Branch. Main and North will both help with election voting this year.

N. Inclusive Services Committee for Library

Randall reported that he and Roberta are working with Lakeview Branch Manager Elise Hearn to develop an Inclusive Services Committee for the Library. The committee, chaired by Elise, will advise administration on ways to recognize and include those that might be marginalized by existing library services.

O. Collaborating on Sharing Business Resources with City

Randall reported that he has been speaking with the City's Assistant Manager Deborah Roethler about ways to share the City and Library's business resources through our various channels. This would include digital sharing on our respective websites as well as collaborating on programming aimed at entrepreneurs and small business owners.

P. Door Count, Circulation and Download Totals

Randall reported that the circulation total for January 2021 versus January 2020 is down 48% and there are no visitor count numbers for this month. Both have decreased due to Library use being restricted to curbside pickup for the month. Downloads of digital videos, audio books, books, and songs are up 51% over that same time period.

The circulation total for February 2021 versus February 2020 is down 29%. The visitor count total for February 2021 versus February 2020 is down 76%. Both decreased as Library visits were limited due to COVID restrictions. Downloads of digital videos, audio books, books, and songs are up 32% over that same time period.

Randall added that looking at the data over the past year—and particularly comparing the curbside only restrictions of January to our re-opening in February—one can see that as Library use is more restricted, digital downloads increase. This confirms that the decision to increase the breadth of our digital collection prior to 2020 uniquely positioned us as a library for a year where the mobility of our patrons was severely restricted.

Q. Oath of Office

Roberta reminded Board members who have not yet signed and sent an Oath of Office form to her to please do so.

R. Statements of Economic Interest

Roberta reminded Board members who have not electronically filed their 2021 Statement of Economic Interest to please do so.

S. Other

Randall reported that the latest draft of a Library strategic plan will be going to the Strategic Planning Committee.

Jeanne Williamson thanked Randall for the very comprehensive report. She asked whether there is a plan for opening seating at the Library locations. Randall noted that he is being hypercautious and will give it more consideration. Jeanne Williamson also requested that a Building Committee be scheduled to discuss the Capital Development plan.

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

The Friends Treasurer's Report for February was emailed to Board members. Margaret Cousin reported that the membership drive is wrapping up and she wants to develop a new fundraising project. She added that there are still some copies of *Once Upon Peoria* by Elizabeth Klise available so those who renew their membership soon will receive a copy. Jeanne Williamson inquired about the installation of the new patio furniture at North Branch. Margaret replied that Jay Furniss is waiting for decent weather and then a plaque will acknowledge the donors.

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.

B. Community Relations Committee

1. Report of the meeting of March 2, 2021

Committee Chair Barbara Van Auken reported that the new website was previewed at the meeting and it is terrific. She expressed the need for more new and different programs offered by Peoria Public Library. She said that Randall and Alyce Jackson are committed to making this happen.

F. Personnel/Negotiations Committee

1. Report of the meeting of January 26, 2021

2. Report of the meeting of February 3, 2021

3. Report of the meeting of March 1, 2021

Committee Chair Tiffanie Duncan reported that at these meetings committee members heard and then discussed two Step 3 grievances. Responses were written, signed and emailed to the appropriate AFSCME Local 3464 representatives and Library stewards. There are no further meetings of this committee scheduled at this time.

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 6:25 p.m. Motion carried unanimously by roll call vote.

Tiffanie Duncan, Secretary
Board of Library Trustees
Peoria Public Library