

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
May 18, 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, Barbara Van Auken, and Jeanne Williamson

Board Members Absent: Dr. Mandar Pattekar and Dr. Arun Pinto

Library Staff Present: Jennifer Davis, Manager of Public Relations; Chris Farris, Reference Assistant; Elise Hearn, Manager of Lakeview Branch; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; Teri Miller, Manager of Outreach Services; 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 to Librarian Deb Bier, Programming Librarian Karla Wilkinson, and Reference Assistant Amber Lowery.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2021-34: Request to Approve Minutes as listed below:

1. Minutes of the Personnel/Negotiations Committee meeting of March 31, 2021
2. Minutes of the Personnel/Negotiations Committee meeting Executive Session of March 31, 2021
3. Minutes of the Community Relations Committee meeting of April 6, 2021
4. Minutes of the Regular Board meeting of April 20, 2021

B. #2021-35: Request to Approve Expenditures as listed below:

- | | |
|---|--------------|
| 1. Payroll for Period Ending April 17, 2021 | \$127,320.24 |
| 2. Payroll for Period Ending May 1, 2021 | \$127,757.97 |

3. Regular Expenditures for May 2021

\$186,296.85

- C. #2021-36: Request of the Executive Director to Approve Personnel Actions for the period ending May 14, 2021
- D. #2021-37: Request of the Executive Director to Receive and File Finance Report for the month of April 2021
- E. #2021-38: Request of the Executive Director to Receive and File Library Use Statistics for the month of April 2021
- F. #2021-39: Request to Adopt Resolution to renew participation in the Illinois Non-Resident Card program and to establish a fee of \$139 for the non-resident card for the year beginning July 1, 2021 and ending June 30, 2022

Mrs. Gulley asked Board members if they wished to have any Consent Agenda items removed for further discussion. Barbara Van Auken noted she wished to pull #2021-39 for further discussion. Hearing no others, a motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve Consent Agenda items #2021-34 through #2021-38 as presented. Motion passed unanimously by roll call vote.

- F. #2021-39: Request to Adopt Resolution to renew participation in the Illinois Non-Resident Card program and to establish a fee of \$139 for the non-resident card for the year beginning July 1, 2021 and ending June 30, 2022

Barbara Van Auken asked whether non-resident cards for students are available. Roberta responded that through the intergovernmental agreement between Peoria Public Library and Peoria Public Schools, any student who attends a Peoria public school can apply for a Peoria Public Library card no matter where they reside. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve Consent Agenda item #2021-39 as presented. Motion passed unanimously by roll call vote.

OTHER ACTION ITEMS

None

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The monthly programming report was provided in the Board packet.
- B. Tenth Anniversary at North Branch
Randall reported that in celebration of the tenth anniversary of North Branch, we held a special open house from May 9 through 15. Participants had the opportunity to participate in games and crafts as well as being entered in prize drawings. As part of the festivities, we held a canned food drive as well.

C. Media Appearances

Randall reported that, to promote the North Branch anniversary, he appeared in segments on WEEK and WMBD to talk about the open house, the history of the branch, and the difficulties and successes of the past year. Randall said he also plans to attend “The Future of Peoria: An Evening with Mayor Rita Ali” on Wednesday, June 2 at Dozer Park.

D. State of the Schools Address

Randall reported that he attended the Virtual State of the Schools address co-hosted by the Chamber of Commerce on behalf of the Library. There were presentations about the school’s strategic plan and student success.

E. RAILS Delivery Hub Relocation

Randall reported that RAILS, the cooperative system that connects Illinois libraries and manages interlibrary loans, including deliveries between area libraries, has a month-to-month lease on the building that houses their East Peoria delivery hub. They were given notice a few weeks ago by their landlord that they had to leave this location by the end of June. They are looking for alternate locations for the hub. Based on information Randall received at some recent meetings he attended, he believes that they will be able to relocate without a disruption to patron deliveries of library materials, but he wanted to make the Board is aware of the potential disruption as they move from one building to another.

F. Potential Library Partnerships with the Entrepreneurial Community

Randall reported that he met with Deborah Roethler (Assistant City Manager), Paul Leamon (the new Distillery Labs Executive Director) and Andrew Ngui (Director of Innovation and Startups for the Greater Peoria Economic Development Council) to discuss potential partnerships for sharing business information and start-up guidance at the Library via library programming as well as connecting the entrepreneurial community with existing Library resources.

G. Strategic Plan

Randall reported that the Strategic Planning Committee will meet on May 26 to review the latest draft of the plan. He hopes to be able to present the draft to the Board next month for approval.

H. Sexual Harassment Prevention Training

Randall reported that most of the Library staff have completed their state-mandated sexual harassment prevention training. He added that we will be required to revisit this training annually per new state law.

I. Peoria Historical Society

Randall reported that he will be helping continue the Library’s ongoing partnership with the Peoria Historical Society by serving on their Board of Directors beginning this month.

J. Inclusive Services Committee

Randall reported that the Library’s Inclusive Services Committee held their first meeting on May 17. This new committee is chaired by Elise Hearn, Manager of Lakeview Branch.

K. Special Presentation on COVID-19 Procedures

Randall reported that Ryan Dowd, Executive Director of Hesed House, regularly presents to organizations across the country about effectively addressing problematic customer behavior and working with homeless populations. As part of Peoria Reads 2021, he spoke to our staff and staff from other libraries this past month about establishing positive employee-manager relationships and helping patrons comply with COVID-19 procedures, specifically mask-wearing. In addition, he presented a public program (virtually) called Homeless Shelter Secrets.

L. Door Count and Library Circulation

Randall reported that the circulation total for April 2021 versus April 2020 is up 393%. This sizable increase is due to largely not having any circulation of physical items in April 2020 although we were circulating digital materials at the time. We had 15,092 visitors in April 2021 and none one year ago because we were closed to the public. Downloads of digital videos, audio books, books and songs are down 21%.

M. Standards for Illinois Public Libraries, Chapter 1

Roberta Koscielski reported that we are beginning our annual review of “Standards for Illinois Public Libraries.” Chapter 1 of this book was included in this month’s Board packet. Each month the Board will be asked to review a chapter or two of the book and then direct any questions to Randall or Roberta.

N. Other

Randall reported that the Library partnered with the Peoria City/County Health Department to host COVID-19 vaccination clinics at our libraries. Jenni Davis brought a request from the Health Department to the area for organizations to offer their buildings as vaccination sites. We reached out to them to offer our library facilities, and then Randall, Jenni, Alyce Jackson, and Roberta worked together to figure out the particulars of which locations would be best. We settled on Lincoln and Main and held vaccination clinics at these locations on May 6 and 8. The Health Department will be returning next month to give participants their second shot.

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

Margaret Cousin reported that the Friends will meet at North Branch on Thursday, May 20, so she will provide a report at next month’s Board meeting. Barbara Van Auken thanked Margaret for providing the Treasurer’s report to Board members by email.

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

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

B. Community Relations Committee

1. Report of the meeting of May 4, 2021

Committee Chair Barbara Van Auken expressed her appreciation of the Library providing vaccination clinics at Lincoln and Main. She added that Uber may do free rides to vaccination sites, according to a recent article she read in the New York Times. Community partnerships described at the committee meeting include:

- Manager of Technical Services Jennifer Jacobsen-Wood and Lincoln Branch Reference Assistant Katelin DeuShane represented PPL at the Kindergarten Roundup at Peoria Zoo. They signed up 70 people for library cards.
- Programming Librarian Karla Wilkinson and Reference Assistant Amber Lowery are creating YouTube videos on Springdale cemetery to be posted weekly during the Summer Reading program.
- Teri Miller arranged a virtual Peoria Reads program on Reclaiming Your Life After a Fire presented by Menold Construction & Restoration.
- Jenni Davis, Alyce Jackson, and Roberta Koscielski continue to serve on the planning committee to commemorate the 101st anniversary of women's right to vote.
- North Branch Manager Jamie Jones is working with J Draper Glass to present a program in July.
- Suggestions are being taken for notable past Peorians to be included in Portraits of Peoria, a project to increase pride in Peoria and to recognize the impact of and honor influential Peorians.

E. Nominating/Appeals Committee

1. Report of the meeting of May 11, 2021

Committee Chair Barbara Van Auken reported that the Committee met and recommends the following slate of officers for 2021-2022:

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

This slate of officers will be presented as an action item for approval on the agenda for the June Board meeting.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

A motion was made by Tiffanie Duncan, seconded by Stephen Buck, to move into Executive Session at 6:05 p.m. for the purpose of authorizing the destruction of lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004 and for the purpose of reviewing and discussing minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21)). Motion carried by roll call vote.

RETURN TO REGULAR SESSION

The Board returned to Regular Session at 6:10 p.m.

- A. #2021-41: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
1. Regular Board Meeting: Executive Session July 16, 2019
 - a. Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
 - b. Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120 2(c)(21))
 2. Personnel/Negotiations Committee: Executive Session July 25, 2019
 - a. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 3. Personnel/Negotiations Committee: Executive Session August 13, 2019
 - a. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))

A motion was made by Jeanne Williamson, seconded by Stephen Buck, to destroy all three recordings listed on the Executive Session agenda as presented. Motion carried unanimously by roll call vote.

- B. #2020-143: Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21))
1. Personnel/Negotiations Committee: Executive Session December 10, 2020
 - a. For the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
 - b. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 2. Regular Board Meeting: Executive Session December 15, 2020
 - a. Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004
 - b. Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120 2(c)(21))
 - c. For the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
 - d. For the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 3. Special Meeting: Executive Session December 21, 2020
 - a. Discussion for the purpose of discussing personnel matters related to collective bargaining (5ILCS 120/2(c)(2))
 4. Personnel/Negotiations Committee: Executive Session January 26, 2021
 - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
 5. Personnel/Negotiations Committee: Executive Session February 3, 2021
 - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
 6. Personnel/Negotiations Committee: Executive Session March 1, 2021
 - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))
 7. Personnel/Negotiations Committee: Executive Session March 31, 2021
 - a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))

A motion was made by Jeanne Williamson, seconded by Barbara Van Auken, to keep closed all seven sets of minutes listed on the Executive Session agenda as presented. Motion carried unanimously by roll call vote

AGENDA BUILDING

Tiffanie Duncan asked when the Board will resume meeting in person. Lucy Gulley said she will contact Randall Yelverton about this and then let Board members know.

ADJOURNMENT

A motion was made by Barbara Van Auken, seconded by Stephen Buck, to adjourn this meeting at 6:15 p.m. Motion carried unanimously by roll call vote.

Tiffanie Duncan, Secretary
Board of Library Trustees
Peoria Public Library