

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
November 23, 2021**

CALL TO ORDER

Board President Stephen Buck called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:30 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 Present: Stephen M. Buck, Tiffanie S. Duncan, Lucy D. Gulley, Cathie Neumiller, Roberta Parks, and Barbara Van Auken

Board Members Absent: Margaret E. Cousin and Melissa Whitney

Board Vacancy: One

Library Staff Present: Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; Teri Miller, Manager of Outreach Services; Liesl Prentice, Reference Librarian; and Randall Yelverton, Executive Director

Others Present: Paul Schneidereit (spouse of Cathie Neumiller)

CORRESPONDENCE TO THE BOARD

Correspondence items were emailed to Board members ahead of this meeting. A folder of the items was also passed around for Board member review at this meeting.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2021-90: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of October 19, 2021

B. #2021-91: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending October 16, 2021 | \$127,019.30 |
| 2. Payroll for Period Ending October 30, 2021 | \$127,168.30 |
| 3. Regular Expenditures for November 2021 | \$238,578.38 |
| 4. Capital Development Fund Expenditures for November 2021 | \$ 5,335.00 |

C. #2021-92: Request of the Executive Director to Approve Personnel Actions for the period ending November 12, 2021

- D. #2021-93: Request of the Executive Director to Receive and File Finance Report for the month of October 2021
- E. #2021-94: Request of the Executive Director to Receive and File Library Use Statistics for the month of October 2021
- F. #2021-95: Revised Recommendation from the Administration for the Approval of Holidays and Closings for 2022-2023

A motion was made by Roberta Parks, seconded by Tiffanie Duncan, to approve Consent Agenda items #2021-90 through #2021-95 as presented. Motion passed unanimously.

OTHER ACTION ITEMS

- A. #2021-96: sRecommendation from the Administration for a First Reading Review of a revised Reference Services Policy
Randall reviewed the revisions to this policy. Hearing no questions, Mr. Buck noted that it would be presented for approval at the January 2022 Board meeting.
- B. #2021-97: Recommendation from the Administration to Approve Peoria Public Library's Annual Insurance Renewal with LIRA (Libraries of Illinois Risk Agency) in the amount of \$124,452
Randall noted that LIRA had told him to plan for a 30% increase over last year, but it turned out to be just around 8%. A motion was made by Barbara Van Auken, seconded by Roberta Parks, to approve Peoria Public Library's annual insurance renewal with LIRA in the amount of \$124,452 as presented. Motion passed unanimously.
- C. #2021-98: Recommendation from the Administration to Approve the Purchase of a Van to Replace the Bookmobile in an amount not to exceed \$60,000
Randall explained that for multiple reasons it has come time for a new vehicle for Outreach Services. His recommendation is for a van for what is currently being provided by the Bookmobile. He would like to purchase an electric vehicle. He added that it is time for something smaller, more maneuverable, and less expensive. Barbara Van Auken asked how it would be charged and Randall responded that there will be a charging station in the garage at North Branch. Ms. Van Auken asked where else in Peoria are charging stations and others pointed out that there are charging stations at UnityPoint and Peoria Riverfront Museum. Randall added that he is planning to look at installing charging stations in the parking lots at some of our Library locations. He said that in the next 10 years or so, electric vehicles may be the only option for purchasing a new vehicle. A motion was made by Barbara Van Auken, seconded by Lucy Gulley, to approve the purchase of a van to replace the Bookmobile in an amount not to exceed \$60,000. Motion passed unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The November programming report as well as the November events calendar were provided in the Board packet.

B. COVID Update

Randall reported that COVID procedures continue at all our libraries. Masks are still required.

C. Outreach Services Update

Randall noted that the Library will be transitioning Outreach deliveries away from a combination of a bookmobile and sedan to a new delivery vehicle. Outreach services to schools will continue, but we will be using a new vehicle to complete these tasks.

D. Media Literacy Partnership with Peoria Public Schools

Randall held a press conference with Peoria Public Schools Superintendent Sharon Desmoulin-Kherat on October 25 to announce a new partnership to promote media literacy. We will be working with Peoria Public Schools to promote media literacy as part of the state-mandated curriculum for students in 2022. We held several media literacy educational sessions online this month and have been contacted by a media professor at Bradley who wants to assist us in this work.

E. Insurance Rates for 2022

Randall met with LIRA representatives—the insurance cooperative that manages our building insurance. He is happy to report that we will only be seeing an 8% increase in premiums this year. He had previously budgeted with a 30% potential increase in mind based on an estimate he received in the summer.

F. Employment Practice Liability Training

A representative from LIRA presented an educational session to our Library's management team about Employment Practice Liability.

G. McClure Lift Repair Update

Randall and Jay will be meeting with an architectural firm soon to discuss specifications for the lift replacement project at McClure. We will be working with the local firm PCM + Design.

H. FY2022 Budget

The Finance Committee met and approved the budget for FY22. The Board will be voting on their approved budget at this month's meeting.

I. Circulation and Door Count Update

The circulation total for October 2020 versus October 2021 is up 3.4%. The visitor total for the same period increased by 36.9%.

J. Standards for Illinois Public Libraries, Chapter 11 "Youth/Young Adult Services" and Chapter 12 "Technology"

Randall drew Board members' attention to item #10 of Chapter 12. He said that a revised Internet Policy will be brought to the February Board meeting for review. Regarding item #14 of Chapter 12, he reported that he and IT Manager Natt Lapsley are meeting weekly to

get a good sense of the Library's current hardware and software. Randall is looking to revise the Capital Development Fund five-year plan and make some purchases in this area.

K. Other

Randall reminded Board members of the Strategic Planning Committee meeting scheduled for Tuesday, November 30 at 5:30 p.m. Barbara Van Auken announced that the December 7 Community Relations Committee meeting will not be held.

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

The October Treasurer's Report as well as the Friends Annual Report 2020/2021 were included in the Board packet.

Barbara Van Auken reminded Board members that Bob Manning continues to personally pay the custodial fee to Morgan Stanley for the account the Friends have with them.

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

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

D. Finance Committee

1. #2021-99: Report of the meeting of November 9, 2021

Stephen Buck reported that the Finance Committee met on November 9 and discussed the draft 2022 budget which is included in the Board packet.

2. #2021-100: Amend the 2021 Budget

A motion was made by Barbara Van Auken, seconded by Cathie Neumiller, to amend the 2021 budget as presented. Motion carried unanimously.

3. #2021-101: Approval of 2022 Budget

Stephen Buck noted that this is a fairly flat budget and so we must account for salaries, FICA, etc., first. Randall noted that in the case of an amendment in the amount budgeted for LIRA, the difference will be added to the line item for books. A motion was made by Barbara Van Auken, seconded by Lucy Gulley, to move the difference between the budgeted Building Insurance cost and the actual cost to the line item for books. Motion carried unanimously. A motion was made by Roberta Parks, seconded by Barbara Van Auken, to approve the 2022 budget as presented. Motion carried unanimously.

4. #2021-102: Adopt Resolution to Continue the Capital Development Fund

A motion was made by Roberta Parks, seconded by Tiffanie Duncan, to adopt resolution #2021-102 to continue the Capital Development Fund as presented. Motion carried unanimously.

5. #2021-103: Adopt Resolution to Encumber 2021 Funds

A motion was made by Barbara Van Auken, seconded by Lucy Gulley, to adopt resolution #2021-103 to encumber 2021 funds as presented. Motion carried unanimously.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSSION

None

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Barbara Van Auken to adjourn this meeting at 5:59 p.m.

Cathie Neumiller, Secretary
Board of Library Trustees
Peoria Public Library