

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
October 19, 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 Physically Present: Stephen M. Buck, Tiffanie S. Duncan, Lucy D. Gulley, Cathie Neumiller, Roberta Parks, Melissa Whitney, and Jeanne Williamson

Board Members Present Via Conference Phone: Barbara Van Auken (arrived at 5:52 p.m.)

Board Members Absent: Margaret E. Cousin

Library Staff Present: Carolyn Conklin, Reference Assistant; Alyce Jackson, Manager of Programming; 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 Tiffanie Duncan, to approve the attendance at this meeting of Barbara Van Auken via conference phone because of illness or disability. Motion carried unanimously.

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. #2021-81: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of September 21, 2021

B. #2021-82: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending September 18, 2021 | \$123,930.01 |
| 2. Payroll for Period Ending October 2, 2021 | \$126,081.43 |
| 3. Regular Expenditures for October 2021 | \$415,179.34 |
| 4. Capital Development Fund Expenditures for October 2021 | \$ 18,479.00 |

- C. #2021-83: Request of the Executive Director to Approve Personnel Actions for the period ending October 15, 2021
- D. #2021-84: Request of the Executive Director to Receive and File Finance Report for the month of September 2021
- E. #2021-85: Request of the Executive Director to Receive and File Library Use Statistics for the month of September 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 Roberta Parks, seconded by Jeanne Williamson, to approve Consent Agenda items #2021-81 through #2021-85 as presented. Motion passed unanimously.

OTHER ACTION ITEMS

None

REPORT OF THE EXECUTIVE DIRECTOR

- A. Upcoming Programming and Exhibits
The October programming report as well as the October events calendar were provided in the Board packet.
- B. Board Member Introductions
Because three new members have joined the Board of Trustees this year, Randall asked that everyone present introduce themselves.
- C. Annual Staff Day
Randall reported that we returned to hosting our Annual Staff Day this year on Columbus Day. The event was held virtually with staff attending from individual computers at our Library locations. Thanks to a grant from RAILS, we were able to present a session from HR Source on Unconscious Bias. We also presented information on the Employee Assistance Program (EAP) that we offer to all staff and had staff recognition and awards.
- D. Staff Recognition
Randall announced that Becky Partee was honored on Staff Day for her 40 years of service to Peoria Public Library. Additional staff members receiving years of service awards are listed in the Board packet.
- E. Trustees Awards for Extraordinary and Outstanding Service
On Staff Day, Stephen Buck and Tiffanie Duncan presented Jennifer Davis with The Trustees Award for Extraordinary Performance and Laura Fehr with the Trustees Award of Appreciation of for her work on the Library website.
- F. Golden Drawer Award

On Staff Day, Finance & Budget Coordinator Michelle Decker was presented with the Golden Drawer award for outstanding service to Peoria Public Library, selected based on nominations from staff.

G. ILA Annual Conference

Several staff members, including Randall, attended the virtual Illinois Library Association annual conference. Topics ranged from the pandemic's effect on HR policy to building inclusive e-book collections.

H. Little Free Library at the Boys & Girls Club

Randall reported that he presented a Little Free Library to the Boys and Girls Club on Grinnell Avenue on Friday, October 15. These installations have been an ongoing project of the Library, the Board's Community Relations Committee, and the Friends who have donated books to many of our Little Free Library locations. Thank you to Barbara Van Auken who also serves on the Boys & Girls Club Board and to Lisa Fisher, an executive at Boys & Girls Club who helped set this project up, and thanks to the Friends for many of the books featured in the Little Free Library.

I. Ongoing COVID Procedures

Randall reminded Board members that we are continuing to require all patrons and staff in our buildings to wear masks in compliance with the ongoing mask mandate.

J. Media Literacy Week

The Library will be celebrating Media Literacy Week (Oct. 25-29) by hosting multiple events, including a Media Literacy challenge at all locations and classes with topics like how to spot and respond to false news stories.

K. Donation Boxes

Randall reported that we have purchased—with plans to install—donation boxes at all our Library locations. Now that we are fine free and our patron numbers are up, we believe these donation boxes will help generate additional revenue for Library operations. Thanks to the Friends for providing the funds for the purchase of these boxes.

L. McClure Elevator Project

Randall reported that we have received a quote for the first stage of our McClure elevator replacement plan. We would like to seek out an additional quote for the project and are in the process of doing so.

M. Local Author & Art Fair

The Library will return to hosting the Local Author Fair next month. It is being expanded to include local artists, making it the Library's first Local Author & Art Fair. It will be held on Saturday, November 13 from 2 to 4 p.m. in the Main Library Auditorium.

N. Circulation and Door Count Update

The circulation total for September 2020 versus September 2021 is up 4.8%. The visitor total for the same period increased by 32.4%.

- O. Standards for Illinois Public Libraries, Chapter 9 “Public Services: Reference and Reader’s Advisory Services” and Chapter 10 “Programming”

Randall reviewed Chapter 9 “Public Services: Reference and Reader’s Advisory Services.” He noted that the Library’s Reference Services policy will be reviewed, revised as needed, and brought to the November Board meeting for a first reading. He noted that staff members have access to various reader’s advisory webinars that are presented regularly. Randall reviewed Chapter 10 “Programming.” He noted that we consider programming suggestions as well as solicit them.

- P. None

Barbara Van Auken joined the meeting (virtually) at 5:52 p.m.

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

The September Treasurer’s Report was included in the Board packet.

Jeanne Williamson commented that the Friends group has done some very good work over the years, almost doubling their balance. She added that Friends President Margaret Cousin has been very diligent about fundraising. Kudos to Margaret! Barbara Van Auken expressed her agreement.

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. Report of the meeting of October 12, 2021

Stephen Buck reported that there could possibly be a 30% increase in the building insurance budget line. He added that medical insurance is estimated to see a 2% increase. A possible 1% increase in property tax income could offset the loss of income from fines. Randall reported that the Finance Committee would meet again before the November Board meeting. Board members discussed the reasons for an increase in building insurance and the Libraries of Illinois Risk Agency insurance group of which Peoria Public Library is a member.

F. Strategic Planning Committee

Roberta Parks reported that she met with Randall regarding the committee and the strategic plan. The committee will meet in November.

PRESENTATION BY AUDIENCE

None

OTHER BUSINESS

Roberta Parks asked what expectations exist regarding Board members attending programs. The response is that Board members receive information about Library programs but while they are invited and welcome, they are not expected to attend.

She also thanked IT Manager Nathaniel Lapsley for fixing the PDF issue preventing some Board members from easily opening PDFs emailed from the Library.

Melissa Whitney asked whether the ejector pit repair discussed and voted on last month included replacement of both pumps and Randall responded that it would.

Lucy Gulley asked for a description of the Mango Languages resource on our website. Randall responded that it is online language learning software covering over 60 languages. Popular languages available include Spanish, French, English, Japanese, German, and Korean.

EXECUTIVE SESSSION

None

AGENDA BUILDING

None

ADJOURNMENT

A motion was made by Jeanne Williamson, seconded by Tiffanie Duncan, to adjourn this meeting at 6:08 p.m.

Cathie Neumiller, Secretary
Board of Library Trustees
Peoria Public Library