

**MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
September 21, 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, Margaret E. Cousin, Lucy D. Gulley, Cathie Neumiller, Roberta Parks, Melissa Whitney, and Jeanne Williamson

Board Members Present Via Conference Phone: Tiffanie S. Duncan and Barbara Van Auken

Board Members Absent: None

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Alyce Jackson, Manager of Programming; Jennifer Jacobsen-Wood, Manager of Technical Services; Roberta Koscielski, Deputy Director; and Randall Yelverton, Executive Director

Others Present: None

New Board member Melissa Whitney was welcomed to the meeting.

A motion was made by Lucy Gulley, seconded by Roberta Parks, to approve the attendance at this meeting of Tiffanie Duncan via conference phone because of employment purposes and 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 available for Board member review at this meeting.

**PRESENTATION BY AUDIENCE ON AGENDA ITEMS**

None

**CONSENT AGENDA**

A. #2021-70: Request to Approve Minutes as listed below:

1. Minutes of the Building Committee meeting of March 30, 2021
2. Minutes of the Nominating Committee meeting of May 11, 2021
3. Minutes of the Strategic Planning Committee meeting of May 26, 2021

4. Minutes of the Regular Board meeting of August 17, 2021

B. #2021-71: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending August 21, 2021	\$121,077.95
2. Payroll for Period Ending September 4, 2021	\$121,204.66
3. Regular Expenditures for September 2021	\$239,002.76
4. Capital Development Fund Expenditures for September 2021	\$ 3,895.00

C. #2021-72: Request of the Executive Director to Approve Personnel Actions for the period ending September 17, 2021

D. #2021-73: Request of the Executive Director to Receive and File Finance Report for the month of August 2021

E. #2021-74: Request of the Executive Director to Receive and File Library Use Statistics for the month of August 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 Jeanne Williamson, seconded by Roberta Parks, to approve Consent Agenda items #2021-70 through #2021-74 as presented. Motion passed unanimously.

**OTHER ACTION ITEMS**

A. #2021-75: Recommendation from the Administration to Adopt a Revised Circulation Policy Manual

Randall Yelverton noted that there had been no further revision since the first reading review at the August Board meeting. Jeanne Williamson asked about the loss of revenue as a result of the new fine free policy adopted one year ago. Margaret Cousin described the income that has been realized by the Friends during the past year. A motion was made by Margaret Cousin, seconded by Barbara Van Auken, to adopt the revised Circulation Policy Manual as presented. Motion passed unanimously.

B. #2021-76: Recommendation from the Administration to Purchase a Xante Digital Multi-Media Press in the amount of \$19,000

Randall Yelverton noted that the Library has been using an old donated press and it has become hard to find parts for it. This purchase would eliminate the need to pay a part-time temporary person to run the press. A motion was made by Barbara Van Auken, seconded by Roberta Parks, to approve the purchase of a Xante Digital Multi-Media Press in the amount of \$19,000 as presented. Motion passed unanimously.

C. #2021-77: Recommendation from the Administration to Replace the Ejector Pit at Main Library in the amount of \$14,420

Randall Yelverton explained that the two pumps in the ejector pit are original to the Main Library building. One of the pumps stopped working in May 2021. A motion was made by Roberta Parks, seconded by Barbara Van Auken, to replace the ejector pit at Main Library in the amount of \$14,420. After discussion, Randall was asked to confirm that the cost covered

the replacement of both pumps in the ejector pit. As a result, a substitute motion was made by Roberta Parks, seconded by Barbara Van Auken, to replace the ejector pit (both pumps) at Main Library in an amount up to \$25,000. Motion passed unanimously.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **A. Upcoming Programming and Exhibits**

The September programming report as well as the September events calendar were provided in the Board packet.

### **B. Board Member and Orientation**

Randall again welcomed new Board member Melissa Whitney and reported that he and Roberta already met with Melissa for her orientation.

### **C. New IT Manager**

Randall reported that Nathaniel Lapsley has been hired as our new IT Manager. He has a background in large IT venues, and we look forward to having him join us here.

### **D. Mask Mandate**

Randall reported that the Library is following the State's mask mandate and all Library visitors and staff are required to wear masks inside our Library locations. Patron response has been mostly positive.

### **E. The Greg and Dan Show**

Randall reported that he was interviewed on The Greg and Dan Show about multiple activities going on at the Library this past month, including hosting the Kelly Services Mobile Van at North Branch and Main Library.

### **F. Fresh Food Drive**

Peoria Public Library collaborated with Partnership for a Healthy Community to host fresh food drives at all PPL locations September 8 through 10.

### **G. 9-11 History Exhibit**

A poster exhibit created by the 9/11 Memorial & Museum staff was on the first floor of Main Library with photos and a timeline of the events of 9-11-01. The Library also showed a film highlighting first-person accounts of the attacks and their aftermath in the Main Library auditorium. After the film, there was a live, interactive chat with staff from the 9/11 Memorial & Museum.

### **H. ARC Blood Drives**

The Library continues to host monthly blood drives at North Branch with the American Red Cross since the beginning of the pandemic.

### **I. Circulation Policy**

The revised Circulation Policy Manual was approved earlier at this meeting.

J. Joint Review Board

Randall attended a Joint Review Board meeting where the pending expiration of TIFs as well as a potential TIF under consideration for properties at the corner of University and War Memorial were discussed. This is a work in progress. Randall has requested a copy of the presentation that was shown at the meeting so that he can share it with Board members in advance of being asked to approve this future TIF. It is anticipated that this TIF proposal will not be ready for several months.

K. Ejector Pit Repairs at Main

These repairs were approved earlier at this meeting.

L. Circulation and Door Count Update

Randall reported that the circulation total for August 2021 versus August 2020 is up 2.6%. The visitor total for the same period increased by 40%.

M. Standards for Illinois Public Libraries, Chapter 7 “Collection Management” and Chapter 8 “System Member Responsibilities and Resource Sharing”

Randall reviewed Chapter 7 “Collection Management.” He confirmed that the Library has a Board-approved, written collection management policy. He noted that staff members responsible for collection management have access to and use a variety of review sources and selection tools for both print and web-based purchases. He added that the Library complements the print materials collection by purchasing electronic materials and making them available to patrons. Randall reviewed Chapter 8 “System Member Responsibilities and Resource Sharing.” He confirmed our awareness and use of services offered by the Reaching Across Illinois Library System (RAILS) and that the Library abides by the ILLINET *Interlibrary Loan Code*.

N. Other

None

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

Margaret Cousin reported that the September Liaison Report and August Treasurer’s Report were included in the Board packet. She reported on the following items:

- There will no longer be one large annual Friends book sale. Instead, mini-sales throughout the year will be held, which are less difficult to organize and are advertised very successfully by Jenni Davis on social media and via flyers to all branches plus Main Library. The results thus far have been tremendous.
- After comparisons with several local used book sellers, prices will be raised at Friendly Finds Bookstore and North Branch, a warranted and long-time-coming decision. Prices at Lincoln, Lakeview, and McClure Branches will not be raised to match the increase because of the much smaller display, volume, and revenue of their shelves.
- North Branch Manager Jamie Jones and Friends volunteer Lea McCall sat in on the September Friends Board meeting to help plan a book sale in the McKenzie Room at North Branch this coming December 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>. Library staff, as well as Friends volunteers, will be available to help work the sale.

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

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

**PRESENTATION BY AUDIENCE**

None

**OTHER BUSINESS**

None

**EXECUTIVE SESSSION**

None

**AGENDA BUILDING**

None

**ADJOURNMENT**

A motion was made by Margaret Cousin to adjourn this meeting at 6:04 p.m.

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Cathie Neumiller, Secretary  
Board of Library Trustees  
Peoria Public Library