

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
September 20, 2022

CALL TO ORDER

Board President Stephen Buck called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:31 p.m. This Regular meeting was held 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: Ruth Bittner, Stephen Buck, Margaret Cousin, Cathie Neumiller, Roberta Parks, and Melissa Sanchez

Board Members Absent: Lucy Gulley, Barbara Van Auken

Library Staff Present: Carolyn Conklin, Reference Assistant; Jenni Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Jennifer Jacobsen-Wood, Technical Services Manager; Jenny Sevier, Reference Manager; and Randall Yelverton, Executive Director

Others Present: None

CORRESPONDENCE

There were no comments regarding correspondence received since the August meeting.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS

None

CONSENT AGENDA

A. #2022-91: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of August 16, 2022
2. Minutes of the Executive Session meeting of July 19, 2022

B. #2022-92: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending August 20, 2022 | \$127,447.62 |
| 2. Payroll for Period Ending September 3, 2022 | \$126,235.84 |
| 3. Regular Expenditures for August 2022 | \$367,969.23 |
| 4. Capital Development Fund Expenditures for August 2022 | \$ 32,132.06 |

C. #2022-93: Request of the Executive Director to Approve Personnel Actions for the periods ending September 16, 2022

D. #2022-94: Request of the Executive Director to Receive and File Finance Reports for the month of August 2022

E. #2022-95: Request of the Executive Director to Receive and File Library Use Statistics for the month of August 2022

A motion was made by Margaret Cousin, seconded by Cathie Neumiller to approve Consent Agenda items #2022-91 through #2022-95. Motion passed unanimously.

OTHER ACTION ITEMS

A. #2022-96: Request to move the date of the October Board meeting.

Randall Yelverton requested that the date of the Board meeting be moved so that he and Veronica De Fazio may attend the Illinois Library Association Conference in Rosemont, IL. Tuesday, October 25 was suggested as the new date for the meeting.

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve moving the date of the October meeting from October 18 to October 25. Motion passed unanimously.

B. #2022-97: Corporate Resolution for Bequest

Randall Yelverton reported that Jane Sloman bequeathed approximately \$21,000 to the Library. This Corporate Resolution gives Yelverton permission to receive the funds on behalf of the Library.

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve the Corporate Resolution. Motion passed unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

A. Fine Free Fare Free promotion

Many patrons have been coming in to get library cards in order to take advantage of this promotion. Yelverton thanked Public Relations Manager Jenni Davis and the staff at CityLink for their cooperation and support of this event.

B. News Conference

A press conference was held at the CityLink transit station to launch the Fine Free Fare Free event.

C. IT Manager Resignation

Natt Lapsley resigned. Brian Weick is acting in his stead until a new IT Manager is hired. The job is posted and interviewing will begin in October.

D. Completing the Proposal to the City for tech project

Before Lapsley left, he helped prepare a proposal submitted to the City for ARPA funds that would assist in updating the Main and Lincoln computer labs. The Library is awaiting news as to whether or not we will be receiving the funds.

E. Project Next Generation Grant

Implementation of the grant has begun. This year's project is based around virtual reality.

F. Good Neighbor Day

The final event for Peoria Reads 2022 will be held at Columbia Park on September 28 from 4-7 pm. This event was made possible through a City of Peoria Mini Neighborhood grant and a partnership with the Center Bluff Neighborhood Association. Yelverton thanked staff members Sarah Couri, McClure Branch Manager, Jennifer Jacobsen-Wood, Technical Services Manager, and Jenni Davis, Public Relations Manager for all of their work on this event.

G. Staff Inservice Day

The Library will be closed on October 10 for staff training in helping library visitors with mental illness as well as an informational session from the Illinois Municipal Retirement Fund.

H. Ballot Drop Box at North

The Board of Elections is set to install the ballot drop off box at the North Branch in time for the November election.

I. Door count/circulation totals

The visitor total for August 2022 was up 22% over August 2021. The circulation total for the same period was down 4%.

J. Upcoming meetings

Community Relations Committee, Tuesday, October 4th, 5:30 pm

Regular Board Meeting, Tuesday, October 25th, 5:30 pm

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

The July and August Treasurer's reports were included in the Board packet. Friends of the Library President Margaret Cousin suggested that Library managers be trained in writing grant proposals in order to explore additional forms of funding beyond the Friends.

COMMITTEE REPORTS

- A. Building Committee – No Report
- B. Community Relations Committee – Report from staff included in the Board packet.
- C. Executive Committee – No Report
- D. Finance Committee – No Report
- E. Nominating/Appeals Committee - No Report
- F. Personnel/Negotiations Committee – No Report
- G. Strategic Planning Committee – No Report

PRESENTATION BY THE AUDIENCE

None

OTHER BUSINESS

None

EXECUTIVE SESSION

A motion was made by Margaret Cousin, seconded by Roberta Parks to move into Executive Session at 5:53 pm for the purpose of discussing personnel matters (5ILCS 120/2(c)(1)).

RETURN FROM EXECUTIVE SESSION

The Board returned to Regular Session at 6:03 pm

A. #2022-99 For the purpose of discussing personnel matters

A motion was made by Ruth Bittner, seconded by Cathie Neumiller to approve the grievance settlement for 20-L-05 and 20-L-06. Motion passed unanimously.

B. #2022-100 For the purpose of discussion personnel matters

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve the Executive Director's performance review and a salary increase based upon Steve Buck's research at the City and report back to the Board. Motion passed unanimously.

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned on a motion by Roberta Parks, seconded by Melissa Sanchez at 6:05 pm.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library