

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
January 17, 2023**

CALL TO ORDER

Board President Stephen Buck called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:32 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 in saying the Pledge of Allegiance.

ROLL CALL

Board Members Present: Ruth Bittner, Stephen Buck, Margaret Cousin, Roberta Parks, and Melissa Sanchez

Board Members Absent: Lucy Gulley, Courtney Lee, and Barbara Van Auken

Library Staff Present: Gray Baker, Technical Services Assistant; Carolyn Conklin, Reference Assistant; Veronica De Fazio, Deputy Director; Chris Farris, Reference Assistant; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; Jenny Sevier, Manager of Reference Services; and Randall Yelverton, Executive Director

Others Present: None

CORRESPONDENCE

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

PRESENTATION BY AUDIENCE

None

CONSENT AGENDA

A. #2023-01: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of November 15, 2022

B. #2023-02: Request to Approve Expenditures as listed below:

- | | |
|--|--------------|
| 1. Payroll for Period Ending November 12, 2022 | \$124,049.89 |
| 2. Payroll for Period Ending November 26, 2022 | \$124,041.42 |
| 3. Payroll for Period Ending December 10, 2022 | \$125,314.39 |
| 4. Payroll for Period Ending December 24, 2022 | \$127,524.13 |
| 5. Payroll for Period Ending January 7, 2023 | \$130,310.84 |
| 6. Regular Expenditures for December 2022 | \$225,653.40 |
| 7. Capital Development Fund Expenditures for December 2022 | \$ 7,483.39 |

- | | |
|--|--------------|
| 8. Regular Expenditures for January 2023 | \$257,593.19 |
| 9. 2022 Obligated Fund Expenditures for January 2023 | \$348,492.08 |
-
- C. #2023-03: Request of the Executive Director to Approve Personnel Actions for the periods ending January 13, 2023
 - D. #2023-04: Request of the Executive Director to Receive and File Finance Reports for the months of November and December 2022
 - E. #2023-05: Request of the Executive Director to Receive and File Library Use Statistics for the months of November and December 2022

A motion was made by Margaret Cousin, seconded by Roberta Parks to approve Consent Agenda items #2023-1 through #2023-05. Motion passed unanimously.

ACTION ITEMS

A. #2023-06: Illinois Libraries Present Intergovernmental Agreement

Randall Yelverton explained that this Intergovernmental Agreement would allow the Library to participate in the Illinois Libraries Present Program giving the Library's patrons access to eight virtual presentations by acclaimed authors at a minimal cost.

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve the Library entering into an Intergovernmental Agreement in order to participate in Illinois Libraries Present. Motion passed unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

A. COVID update

Local, state, and national COVID guidance continues to be monitored in order to make any needed service adjustments.

B. Winter Storm closure

The Library, as well as many other organizations and government offices, closed at noon on December 22 and all day on December 23 due to a significant winter storm during which area residents were asked to stay off the road because of low visibility, high winds, below zero temperatures and poor road conditions.

C. New IT Manager

New IT Manager Phillip Moats started on December 12. Phillip comes to the Library from a technology consulting firm that worked with large companies across the country such as General Mills. He has also done technology consulting with the Chillicothe and Pekin public libraries.

D. Public computer replacement

Randall is working with Phillip on a number of IT projects, including the installation of brand-new public computers at multiple branches. The IT team has deployed new desktops at the Main branch on both the first and second floors.

E. Generous gift to the library

At the October Board meeting, Randall reported a very generous gift of nearly \$90,000 from the estate of Jane Sloman. Since that meeting her financial advisor informed Yelverton that a gift of an additional \$73,000 is being given to the Library. The Library's gratitude for this tremendous gift has been shared with those managing Ms. Sloman's estate.

F. Per Capita Grant application

The grant application is in process and will be submitted to the State Library by the end of January. Much of the application is based upon information from the Board's recent discussion of *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

G. Partnership with Park District

The Library recently partnered with the Park District's Peoria PlayHouse to offer a "Be Anything Career Experience" during a recent fundraising auction. The Library offered a chance to visit the library behind the scenes and visit with the staff to see how the library runs. The staff did an great job of welcoming the family and telling them a little bit about their jobs.

H. Strategic Planning Committee update

The Strategic Planning Committee met to review a draft of 2023 Strategic Plan action steps. A final version of the steps will be presented at the February meeting for approval.

I. New product to deliver book recommendations to patrons

Beginning next month, the Library will be using a new product called LibraryAware to email customized book recommendations to patrons. This new product will replace two existing products. The colorful templates and design capacities of the product will create colorful, eye catching emails for our patrons with the goal of increasing patron interest in the collection.

J. Library Holiday party

Randall thanked the Board for supporting the Library's holiday party. This allowed the staff to come together to celebrate another year of great service and to share a meal and fellowship together.

K. Donations to East Bluff Community Center

The Library hosted Giving Trees at all five locations during November and December. Over 130 items were collected including scarves, mittens, and toiletries that were given to the East Bluff Community Center.

L. Contract negotiations ongoing

Several meetings have been held with the AFSCME union during which contract modifications from both management and union-represented employees were discussed.

M. Annual door count and circulation update

The visitor total for November 2022 was up 22.7% over November 2021. The circulation total for the same period was down 6.2%.

The visitor total for December 2022 was up 10% over December 2021. The circulation total for the same period was down 9.1%.

The visitor total for the year 2022 was up 35.7% over the year 2021. The circulation total for the same period was down .6%.

Board of Library Trustee Courtney Lee joined the meeting at 5:52 pm.

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

The November and December Treasurer's reports were included in the packet. Friends of the Library President, Margaret Cousin, highlighted the upcoming Laurie Halse Anderson author visit that will be funded by several sources including the Friends, the Peoria Schools Foundation, and several area public libraries. Ms. Cousin emphasized that the Friends will be unable to support Library programs this year at the same level they did last year.

COMMITTEE REPORTS

A. Building Committee – No Report

B. Community Relations Committee

1. November and December Staff Reports

Staff reports were included in the packet. No discussion was held.

C. Executive Committee – No Report

D. Finance Committee – No Report

E. Nominating/Appeals Committee – No Report

F. Personnel/Negotiations Committee

G. Strategic Planning Committee

The Strategic Planning Committee met on January 10. Committee Chair Roberta Parks reported that the Library has done a good job in moving things forward despite some unforeseen set-backs. The report from the Fourth Quarter Activities was in the packet and reviewed with the Board. Action steps for 2023 were

introduced and will be brought to the Board meeting in February. Ms. Parks strongly recommended that a new Strategic Plan is in place by 2024.

OTHER BUSINESS

Roberta Parks brought up the topic of the vacant position on the Board of Library Trustees. President Stephen Buck asked that if Board members have recommendations for potential candidates that they be passed along to him.

EXECUTIVE SESSION

A motion was made by Melissa Sanchez, seconded by Ruth Bittner, to move into Executive Session at 6:07 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), 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)), and to update the Board of Library Trustees on the ongoing contract negotiations between the Library and the union (5ILCS 120/2 (c)(1). Motion carried unanimously.

RETURN TO REGULAR SESSION

The Board returned to Regular Session at 6:15.

- A. #2023-07: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06).

1. Personnel/Negotiations Committee: Executive Session January 26, 2021
2. Personnel/Negotiations Committee: Executive Session February 3, 2021
3. Personnel/Negotiations Committee: Executive Session March 1, 2021
4. Personnel/Negotiations Committee: Executive Session March 31, 2021
5. Regular Board Meeting: Executive Session May 18, 2021
6. Regular Board Meeting: Executive Session July 27, 2021

A motion was made by Margaret Cousin, seconded by Melissa Sanchez, to destroy all six recordings listed on the Executive Session agenda as presented. Motion carried unanimously

- B. #2023-08: 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. Regular Board Meeting: Executive Session June 21, 2022
2. Regular Board Meeting: Executive Session July 19, 2022
3. Personnel/Negotiations Committee: Executive Session July 28, 2022
4. Regular Board Meeting: Executive Session September 20, 2022

A motion was made by Roberta Parks, seconded by Margaret Cousin to open the minutes of the June 21, 2022 and July 19, 2022 Executive Sessions. Motion carried unanimously.

A motion was made by Margaret Cousin, seconded by Melissa Sanchez for the minutes of the July 28, 2022 and September 20, 2022 Executive Sessions to remain closed. Motion passed unanimously.

AGENDA BUILDING

None

ADJOURNAMENT

The meeting was adjourned at 6:18 pm.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library