



MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
July 18, 2023

**CALL TO ORDER**

Board President Barbara Van Auken called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:36 pm. 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, Margaret Cousin, Lucy Gulley, Courtney Lee, Roberta Parks, Melissa Sanchez, and Barbara Van Auken

**Board Members Absent:** Stephen Buck

**Library Staff Present:** Gray Baker, Technical Services Assistant (AFSCME Steward); Carolyn Conklin, Reference Assistant; Sarah Couri, McClure Branch Manager; Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Grace Figgers, Circulation Library Assistant; Amber Lowery, Reference Assistant; Chrystal Pehm, Circulation Library Assistant; Elizabeth Smith, Circulation Library Assistant; Laurie Trimble, Circulation Library Assistant; and Randall Yelverton, Executive Director.

**Others Present:** Chuck Grayeb

**CORRESPONDENCE**

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

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

A. #2023-63: Request to Approve Minutes as listed below:

1. Minutes of the Nominating Committee meeting of June 20, 2023
2. Minutes of the Regular Board meeting of June 20, 2023
3. Minutes of the Executive Session meeting of June 20, 2023

B. #2023-64: Request to Approve Expenditures as listed below:

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|--|--------------|
| 1. Payroll for Period Ending June 24, 2023             | \$119,962.93 |
| 2. Payroll for Period Ending July 8, 2023              | \$122,559.65 |
| 3. Regular Expenditures for July 2023                  | \$503,982.32 |
| 4. Capital Development Fund Expenditures for July 2023 | \$ 5,077.00  |

- C. #2023-65: Request of the Executive Director to Approve Personnel Actions for the period ending July 14, 2023
- D. #2023-66: Request of the Executive Director to Receive and File Finance Reports for the month of June 2023
- E. #2023-67: Request of the Executive Director to Receive and File Library Use Statistics for the month of June 2023

Margaret Cousin noted that the Gifts and Memorials fund has increased by \$200,000 due to the generosity of the community.

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve Consent Agenda items #2023-63 through #2023-67. Motion passed unanimously.

#### **ACTION ITEMS**

##### **A. #2023-68 Replace Phone System**

Randall Yelverton reviewed the proposal to replace the Library's aging phone system. Roberta Parks noted how pleased the Chamber of Commerce was when they used the same company for their phone system. Barbara Van Auken inquired about a timeline for the installation. Yelverton responded that a firm timeline will be established once the upgrade is ordered. Yelverton also noted that downtime for the Library's phone lines is not expected.

A motion was made by Ruth Bittner, seconded by Roberta Parks to approve the purchase of a new phone system. Motion passed unanimously.

#### **REPORT OF THE EXECUTIVE DIRECTOR**

##### **A. Monthly Programming Report**

A report from Programming Manager Alyce Jackson was included in the packet.

##### **B. Contract Negotiations Update**

A Tentative Agreement was reached on June 29. The AFSCME-represented library staff then ratified the changes to the contract on July 10.

##### **C. McClure Branch Power Supply Issue**

There was a power supply issue at the McClure branch following the significant storms at the end of June. Ameren technicians were taking care of outages throughout Central Illinois so it delayed their response to the issue at the Branch. Ameren replaced the outside meter which restored full power to the building.

**D. Strategic Planning Committee Meeting**

Yelverton provided an overview of the goals that were presented at the Strategic Planning Committee meeting. A complete report was included in the packet.

**E. Video Conferencing Update**

The IT Department will be installing videoconferencing equipment at the McClure Branch. Equipment was installed at the Lakeview Branch. The staff there has been able to use the equipment in some of their programs.

**F. Murder Mystery Party at Main Library**

On Friday, July 7, the Library held a successful adult murder mystery party at Main. The program was organized by Katy Bauml, but multiple staff from across the Library pitched in to make the program a success. Over 50 Library visitors participated in the Las Vegas-themed mystery.

**G. Summer Reading Parties**

Summer Reading ended on July 15. A party for families was held on July 18 at the Peoria Zoo from 5 to 8 pm for those who completed Summer Reading. On July 21, there will be an adult party at the North branch from 6:30 to 8:30 pm.

**H. Insurance Walkthrough**

Facilities Manager, Rufus Nelson, and Yelverton will meet with the Library's insurance representative on July 19 to do a walkthrough of the Library buildings and talk about best practices to insure the continued safe operation of the facilities.

**I. Laurie Halse Anderson Program**

Yelverton encouraged everyone to spread the word regarding the upcoming Laurie Halse Anderson program on August 29 at 6:30 pm. This event is part of the ongoing Central Illinois Reads program on book bans and intellectual freedom. Anderson, whose book *Speak* has been challenged in libraries across the country, will talk about book banning and her personal experiences related to the subject.

**J. Door count and circulation numbers**

The visitor total for June 2023 was up 11.7% over June 2022. The circulation total for the same period was down 5.1%.

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

The June Treasurer's report was included in the packet. Friends of the Library President, Margaret Cousin reported that the Friends membership drive continues and that the application process has gone paperless.

**COMMITTEE REPORTS**

A. **Building Committee** – The next Building Committee Meeting is August 1 at 5:30 pm.

B. **Community Relations Committee**

**1. Pride in the Park**

Sarah Couri, McClure Branch Manager, gave a presentation on the Pride in the Park event scheduled for Saturday, September 9 from 4-7 pm in Columbia Park. This event is made possible by a grant from the Central Illinois Community Foundation and through several community partnerships.

C. **Executive Committee** – The Committee met before this meeting. Further discussion to occur during Executive Session.

D. **Finance Committee** – No Report

E. **Nominating/Appeals Committee** – No Report

F. **Personnel/Negotiations Committee** – No Report

**G. Strategic Planning Committee**

1. **Report of the July 6, 2023 meeting** – A summary of the progress made to date was included in the packet.

**OTHER BUSINESS**

Roberta Parks encouraged Trustees to attend the Laurie Halse Anderson presentation on August 29.

**EXECUTIVE SESSION**

A motion was made by Roberta Parks, seconded by Margaret Cousin, to move into Executive Session at 5:55 pm for the purpose of discussing personnel matters (5 ILCS 120/2 (c)(1)) and discussing personnel matters related to collective bargaining (5ILCS 120/2 (c)(2)). Motion carried unanimously.

**RETURN TO REGULAR SESSION**

The Board returned to Regular Session at 6:15 pm

- A. #2023-70: Discussion of Personnel Matters – Evaluation of the Executive Director (5 ILCS 120/2 (c)(1))

A motion was made by Ruth Bittner, seconded by Lucy Gulley to approve, based upon job performance, a 4% raise and \$1000 bonus for Executive Director Yelverton. Motion carried unanimously.

- B. #2023-71 Discussion of Personnel Matters Related to Collective Bargaining (5ILCS 120/2 (c)(2))

A motion was made by Melissa Sanchez, seconded by Roberta Parks to accept the tentative agreements ratified by Library employee union members on July 10, 2023. Motion carried unanimously.

**AGENDA BUILDING**

Barbara Van Auken asked for suggestions from the Trustees for alternative meeting places within PPL for the August Board meeting.

**ADJOURNAMENT**

The meeting was adjourned at 6:17 pm

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Melissa Sanchez, Secretary  
Board of Library Trustees  
Peoria Public Library