

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
October 17, 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 5:31 pm. This Regular meeting was held in the Lakeview Room at the Lakeview Branch, 1137 W. Lake St., 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, Lucy Gulley, Courtney Lee, Steven Marx, Roberta Parks, Melissa Sanchez, and Barbara Van Auken

**Board Members Absent:** Stephen Buck

**Library Staff Present:** Veronica De Fazio, Deputy Director; Elise Hearn, Lakeview Branch Manager, Alyce Jackson, Programming Manager; and Randall Yelverton, Executive Director.

**Others Present:** None

A motion was made by Ruth Bittner, seconded by Lucy Gulley to allow Margaret Cousin to attend the meeting via phone. Motion passed unanimously. Margaret Cousin joined the meeting at 5:34 pm.

**CORRESPONDENCE**

Correspondence received since the last meeting was recognized.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

A. #2023-92: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of September 19, 2023

B. #2023-93: Request to Approve Expenditures as listed below:

- |   |              |
|---|--------------|
| 1. Payroll for Period Ending September 16, 2023     | \$137,830.17 |
| 2. Payroll for the Period Ending September 30, 2023 | \$128,580.75 |
| 3. Regular Expenditures for September 2023          | \$467,835.49 |

C. #2023-94: Request of the Executive Director to Approve Personnel Actions for the period ending October 13, 2023

D. #2023-95: Request of the Executive Director to Receive and File Finance Reports for the month of September 2023

E. #2023-96: Request of the Executive Director to Receive and File Library Use Statistics for the month of September 2023

A motion was made by Roberta Parks, seconded by Melissa Sanchez to approve Consent Agenda items #2023-92 through #2023-96. Motion passed unanimously.

#### **ACTION ITEMS**

##### **A. #2023-97: Masonry Repair**

Yelverton provided an overview of the work that was required and the process for selecting the vendor.

A motion was made by Steven Marx, seconded by Roberta Parks to approve the request to repair the masonry at Main Library in the amount of \$21,865.00. Motion passed unanimously.

##### **B. Recommendation for a First Reading Review of Revised Employee Handbook**

It was noted during the discussion that The Social Media Policy needs to be inserted under section 1.7. Also noted was that the wording in Jury Duty, section 3.14 had eliminated the requirement for staff to remit jury duty payment to the Library. This change is under review by the Union because it is still stated in the Collective Bargaining Agreement. The revised Employee Handbook was referred back to the Library for a second reading and finalization at the November Board of Library Trustees meeting.

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

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

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

##### **B. Staff Day**

The annual Staff Day was held on October 9. The day included a session on the proper use of fire extinguishers from Getz Fire Equipment Company and a session on Microaggressions from HR Source. Following lunch, there were staff-led training sessions on the new incident tracking software, a quiz on some of the Library's online resources, how to resolve issues with the help of stewards and supervisors, staff and patron confidentiality and an introduction to an upcoming staff survey on workplace satisfaction.

##### **C. Staff Service Recognition**

Staff Day concluded with a celebration of the Library staff that had reached significant years of library service. The list was included in the board packet.

**D. Golden Drawer Award**

The staff nominated and selected the annual Golden Drawer winner. This is an award given to a Library staff member for their exceptional service. This year's winner was Regina Rutherford from the Main library.

**E. Computer Lab Presentation**

Community leaders from City government and non-profits were invited to a presentation on the new computer lab at Main on October 10 to demonstrate how they could use the lab's capabilities for their meetings, staff days and professional presentations. Also highlighted was how the entirety of the Lower Level 2 could be utilized for meetings and trainings.

**F. Lincoln Hall of Fame**

New inductees into the Lincoln Hall of Fame, including Barbara Van Auken and the South-West Kiwanis Club, were celebrated on October 11 at the Lincoln Branch. They were recognized for their invaluable contributions to the Branch.

**G. Paid Leave for All Workers Act**

The Admin team has been working to make sure that the Library is in compliance with the new Paid Leave for All Workers Act which takes effect on January 1, 2024. Due to the paid leave already in place for most employees, significant changes are not needed, however, we will have to begin calculating and granting the student pages leave. Due to the hours they work, on average they will be earning approximately one day a year.

**H. City Council Proclamation**

Alyce Jackson and Randall Yelverton spoke at a City Council meeting where the Library was recognized in a proclamation for the work done this year in recognizing the challenges of book banning.

**I. Career Day Presentation**

The Peoria Public Schools Foundation hosted an online career presentation for PPS middle schoolers. Yelverton spoke to them about his role at the Library and library work in general.

**J. Circulation and visitor numbers**

The circulation total for September 2023 was up 7.7% over September 2022. The visitor count total for the month could not be collected due to an issue with the software.

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

Friends of the Library President, Margaret Cousin reported that there was no meeting in October. The Treasurer's report will be in the November Board packet.

## **COMMITTEE REPORTS**

A. Building Committee – No Report

**B. Community Relations Committee**

1. **October Staff Report** – De Fazio highlighted some of the activities from the report.

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

## **OTHER BUSINESS**

Van Auken reminded the Trustees that the November meeting will be in the LL2 Computer Lab at Main Library. She also thanked Elise Hearn for hosting the October meeting.

## **EXECUTIVE SESSION**

None

## **AGENDA BUILDING**

Van Auken reminded Trustees that the Board does not meet in December.

## **ADJOURNAMENT**

The meeting was adjourned at 6:08 pm

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Melissa Sanchez, Secretary  
Board of Library Trustees  
Peoria Public Library