

**MINUTES**  
**REGULAR MEETING**  
**BOARD OF LIBRARY TRUSTEES**  
**PEORIA PUBLIC LIBRARY**  
**September 19, 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 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.

Following the Pledge of Allegiance, President Van Auken introduced new Library Board Trustee Steven Marx to the Board and the staff members present.

**ROLL CALL**

**Board Members Present:** Ruth Bittner, Margaret Cousin, Lucy Gulley, Steven Marx, Melissa Sanchez, and Barbara Van Auken

**Board Members Absent:** Stephen Buck, Courtney Lee, and Roberta Parks

**Library Staff Present:** Carolyn Conklin, Reference Assistant; Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Rose Farrell, Reference Assistant; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; and Randall Yelverton, Executive Director.

**Others Present:** None

**CORRESPONDENCE**

No correspondence was received.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

A. #2023-82: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of August 15, 2023

B. #2023-83: Request to Approve Expenditures as listed below:

- |   |              |
|---|--------------|
| 1. Payroll for Period Ending August 19, 2023                | \$129,225.28 |
| 2. Payroll for Period Ending September 2, 2023              | \$129,594.95 |
| 3. Regular Expenditures for September 2023                  | \$183,887.01 |
| 4. Capital Development Fund Expenditures for September 2023 | \$ 60,641.57 |

- C. #2023-84: Request of the Executive Director to Approve Personnel Actions for the period ending September 15, 2023
- D. #2023-85: Request of the Executive Director to Receive and File Finance Reports for the month of August 2023
- E. #2023-86: Request of the Executive Director to Receive and File Library Use Statistics for the month of August 2023

A motion was made by Margaret Cousin, seconded by Melissa Sanchez to approve Consent Agenda items #2023-82 through #2023-86. Motion passed unanimously.

#### **ACTION ITEMS**

None

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

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

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

##### **B. Library closures this month**

There was a shooting on Helen Street near the Lincoln Branch on August 31. Due to concerns about potential violence later in the day, the Branch closed and re-opened the following day.

On September 14, the Library received a bomb threat via a web form located on the Library's website. The email did not specify a location so all locations were evacuated. Staff followed the appropriate protocol, evacuated the buildings, called the police, and the buildings were swept. Yelverton has contacted the FBI and is working with local law enforcement to update bomb threat procedures with recommended best practices.

Nearly 20 libraries in Illinois have received threats since the middle of August. None of the threats have proven to be credible. The Library's webform has been disabled for the time being.

##### **C. Discussion with library directors about their bomb threat responses**

Yelverton and De Fazio met with Illinois library directors who have experienced bomb threats to discuss their experiences. The anonymous communication methods and language used in many of the threats appears to be very similar.

##### **D. Laurie Halse Anderson presentation**

Over 150 attendees were at Main Library on August 29 to hear Anderson speak about her experiences as an author and share personal insight on how book bans and attempts to curtail intellectual freedom have affected her, young readers and communities throughout the

country. Yelverton thanked Alyce Jackson and the many partners that made this event possible, in particular the Friends of the Peoria Public Library.

**E. Pride in the Park**

Approximately 400 people attended the Pride in the Park event in Columbia Park on September 9. This partnership between the Library and Peoria Proud was a celebration of the arts and the LGBTQIA+ community. The event was funded by a grant from the Community Foundation of Central Illinois.

**F. Staff training on October 9**

Annual staff training day is scheduled for October 9 at the Main Library. The Library will be closed to the public at all locations that day. Staff will attend sessions on the safe and appropriate use of fire extinguishers, and a discussion of microaggressions presented by HR Source.

**G. Lincoln Branch Hall of Fame**

Yelverton congratulated the inductees of this year's Lincoln Branch Hall of Fame – Barbara Van Auken and the Southwest Peoria Kiwanis Club. An induction ceremony will be held on October 11 at 5:30 pm at the Lincoln Branch.

**H. New library phone system**

Yelverton and IT Manager Phillip Moats met with Heart Technologies to discuss the new phone system and its implementation.

**I. EV cargo van for the Outreach department**

The electric cargo van was picked up this week. This van will be used by the Outreach Department and housed at North Branch.

**J. Love My Library Grant**

Yelverton announced that the Library received a \$2000 "Love My Library" grant from Ameren.

**K. Computer Lab Demo and Open House**

The Mayor and City Council are invited to a demonstration and Open House celebrating the completion of the computer lab project. The Open House will be on October 10 from 4:30-6:00 pm.

**L. Circulation and visitor numbers**

The visitor total for September 2023 was up 11.5% over September 2022. The circulation total for the same period was up 1.1%.

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

The July and August Treasurer's reports were in the packet. Friends of the Library President, Margaret Cousin reported that a \$5000 check from BioUrja was received to help cover the cost of the bike giveaway. It was also noted that the Friends fiscal year runs on a different timeline and is coming to a close.

## **COMMITTEE REPORTS**

A. Building Committee – No Report

### **B. Community Relations Committee**

1. **September Staff Report** – De Fazio highlighted some of the activities from the report. President Van Auken requested that Alyce Jackson send the Board a reminder of the upcoming naturalization ceremony dates.

C. Executive Committee – No Report

### **D. Finance Committee**

1. **Report from the September 5, 2023 meeting** – Committee Chair Bittner provided a summary of the discussions from the meeting regarding the proposed Amended 2023 budget and draft 2024 budget.
2. **#2023-88 Approve Amended 2023 Budget** – A motion was made by Ruth Bittner, seconded by Margaret Cousin to accept the Amended 2023 Draft Budget for the Board v. 5 as recommended by the Finance Committee. Motion passed unanimously.

E. Nominating/Appeals Committee – No Report

F. Personnel/Negotiations Committee – No Report

G. Strategic Planning Committee – No Report

## **OTHER BUSINESS**

None

## **EXECUTIVE SESSION**

None

## **AGENDA BUILDING**

President Van Auken reminded everyone that the October meeting will be held at the Lakeview Branch. She stated that the goal is to meet at each location at least once during a year.

## **ADJOURNMENT**

The meeting was adjourned at 6:01 pm

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Melissa Sanchez, Secretary  
Board of Library Trustees  
Peoria Public Library