

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
March 19, 2024

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 the Main Library, 107 NE Monroe 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, Margaret Cousin, Steven Marx, Melissa Sanchez, and Barbara Van Auken

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

Library Staff Present: Gray Baker, Technical Services Clerk; Carolyn Conklin, Reference Assistant; Sarah Couri, Collection Manager; Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; and Randall Yelverton, Executive Director.

Others Present: Chuck Grayeb

Courtney Lee joined the meeting at 5:34 pm.

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

CORRESPONDENCE

No correspondence to review.

PUBLIC COMMENT

None

CONSENT AGENDA

A. #2024-24: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of February 20, 2024

B. #2024-25: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending February 17, 2024 \$130,909.68
2. Payroll for Period Ending March 2, 2024 \$131,981.00

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| 3. Regular Expenditures for March 2024 | \$106,000.80 |
| 4. Capital Development Fund Expenditures for March 2024 | \$ 34,947.80 |
| 5. 2023 Obligated Fund Expenditures for March 2024 | \$ 1,255.35 |
- C. #2024-26: Request of the Executive Director to Approve Personnel Actions for the period ending March 19, 2024
- D. #2024-27: Request of the Executive Director to Receive and File Finance Reports for the month of February 2024
- E. #2024-28: Request of the Executive Director to Receive and File Library Use Statistics for the month of February 2024

A motion was made by Ruth Bittner, seconded by Steven Marx to approve Consent Agenda items #2024-24 through #2024-28. Motion passed unanimously.

ACTION ITEMS

A. #2024-29: Approve Revised Social Media Policy

A motion was made by Margaret Cousin, seconded by Melissa Sanchez to approve the revised Social Media Policy. Motion passed unanimously.

B. #2024-30: Approve NEW Authority to Spend Policy

A motion was made by Steven Marx, seconded by Courtney Lee to approve the Authority to Spend Policy. Motion passed unanimously.

C. #2024-31: First Reading: Revised Meeting Room Policy

Yelverton explained the proposed changes to the Meeting Room Policy.

A motion was made by Courtney Lee, seconded by Steven Marx for language to be added to clarify the difference between personal celebrations and group use of the rooms, as well as pre-approval of crafts. Motion passed unanimously.

The policy is referred back to Administration to make these changes and will have a second reading at the April meeting.

REPORT OF THE EXECUTIVE DIRECTOR

A. Monthly Programming Report

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

B. Delayed Opening on May 6

The Library will open noon on Monday, May 6 in order to hold a staff breakfast and Summer Reading training in the morning.

C. Summer Reading Training

The May 6 training provides an opportunity for the entire staff to learn about this year's Summer Reading program in preparation for promoting and implementing the program which kicks off on June 10.

D. Veronica De Fazio Traveled to Washington, D.C.

De Fazio reported on her trip as part of the American Library Association's legislative Fly-In Day during the Community Relations Committee report.

E. Library Staffing Update

Several of the positions opened up by internal promotions are filled. Interviews are ongoing for a couple of remaining positions.

F. Interview with WEEK

Yelverton was contacted by WEEK on the question of Ebook pricing. He spoke to them about the high cost of Ebooks, how libraries are charged substantially more for them than print materials and how this presents budgeting difficulties for all public libraries.

G. Presentation to PEO International

Yelverton and Jennifer Jacobsen-Wood spoke to the local chapter of PEO International about the benefits of the Library and the services available with their library cards. PEO is a philanthropic organization celebrating women's achievement and advancing women's education through scholarships, grants and loans.

H. Staff Meetings

Yelverton has been attending Library staff meetings to speak about the staff survey and talk about the updates to the Social Media Policy.

I. Room Reservation Software

The new room reservation software is fully implemented. The product is faster, more patron friendly and more intuitive.

J. Many Visitors to the Main Library

It has been a very busy month at Main, including this past week where, on the same day, the Health Department completed a weeklong training session, early voting began and the Library hosted a Naturalization Ceremony.

K. Management Team Meetings

The Management Team meetings are now being held at different library locations from month-to-month, rather than over Zoom, in order to aid in communication and collaboration.

L. Eclipse Glasses

The Library received several thousand pairs of eclipse glasses from Adler Planetarium to share with the public for use during the April 8 eclipse.

M. Upcoming Programming from Illinois Libraries Present

There are some dynamic upcoming programs through Illinois Libraries Presents, including the following presentations:

- **March 20: Ruth E. Carter: Interweaving Tradition and Imagination Through Costume Design.** Ruth E. Carter is two-time Academy Award-winning costume designer.
- **April 3: The Hidden Gifts of Visual Thinkers with Dr. Temple Grandin.** Dr. Grandin is one of the world's most accomplished and well-known adults with autism. Elise Hearn, Lakeview Branch Manager, will moderate this event.
- **May 7: The Many Lives of Kal Penn.** Kal Penn is an actor, writer, producer, and former Associate Director of the White House Office of Public Engagement. He is known for starring roles in *Designated Survivor*, *House*, *The Namesake*, the Harold & Kumar franchise, and much more.

N. New Collection Manager

Yelverton introduced Sarah Couri as the new Collection Manager.

O. Trustee Training Opportunities

De Fazio sent information regarding upcoming ILA Trustee Forum workshops. Yelverton will send information about a new self-guided training opportunity for all trustees called iLEAD.

P. Meeting Reminder

The next Board meeting will be Wednesday, April 24 at the North Branch.

Q. Door Count/Circulation

The visitor total for February 2024 was up 22.6% over February 2023. The circulation total for the same period was up 2.2%.

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

Friends of the Library President Margaret Cousin provided an overview of the February financials. Cousin reported that the Friends were giving the Library \$5000 for summer reading and were looking for a donor to cover an additional \$5000. They are also looking for a donor to cover the cost of the new portable sound system that is housed at the North Branch. Cousin also provided an update on the vinyl record album collection donation from the Library to the Friends and announced that the Friends have a membership campaign in progress.

COMMITTEE REPORTS

- A. Building Committee** – Committee Chair Cousin and Yelverton gave an update on the Peoria Garden Club's wish to place a few trees at the North Branch.
- B. Community Relations Committee**
 - 1. 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** – Yelverton announced that a meeting of the Strategic Planning Committee was being scheduled.

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned at 6:22 p.m.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library