

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
November 28, 2023

CALL TO ORDER

Board President Pro Tem Ruth Bittner called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:34 pm. This Regular meeting was held in the Lower Level 2 Computer Lab at the Main Library, 107 NE Monroe St., Peoria, Illinois.

PLEDGE OF ALLEGIANCE

The President Pro Tem 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, Courtney Lee, Roberta Parks, and Melissa Sanchez

Board Members Absent: Stephen Buck, Lucy Gulley, Steven Marx, Barbara Van Auken

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; Philip Moats, IT Manager; Jennifer Sevier, Reference Manager; and Randall Yelverton, Executive Director.

Others Present: None

Yelverton provided a brief overview of the software and equipment now available in the Computer Lab.

CORRESPONDENCE

Correspondence received since the last meeting was recognized.

PUBLIC COMMENT

None

CONSENT AGENDA

A. #2023-102: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of October 17, 2023

B. #2023-103: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending October 14, 2023 | \$129,983.33 |
| 2. Payroll for Period Ending October 28, 2023 | \$127,184.52 |
| 3. Payroll for Period Ending November 11, 2023 | \$126,277.20 |
| 4. Regular Expenditures for November 2023 | \$182,936.99 |

5. Capital Development Fund Expenditures for November 2023 \$ 48,028.22
- C. #2023-104: Request of the Executive Director to Approve Personnel Actions for the periods ending November 24, 2023
- D. #2023-105: Request of the Executive Director to Receive and File Finance Reports for the month of October 2023
- E. #2023-106: Request of the Executive Director to Receive and File Library Use Statistics for the month of October 2023
- F. #2023-107: Establish dates and times for 2024 Regular Board of Library Trustee Meetings
- G. #2023-108: Recommendation from the Administration for the Approval of Holidays and Closings for 2024-25

A motion was made by Margaret Cousin, seconded by Roberta Parks to approve Consent Agenda items #2023-102 through #2023-108. Motion passed unanimously.

ACTION ITEMS

A. #2023-109: Adopt Revised Employee Handbook

The second reading of the Employee Handbook was held. Yelverton noted that part of the Social Media Policy had been added to the Social Media section of the Handbook and thanked Trustee Sanchez for assistance in formatting the document.

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve the Revised Employee Handbook. 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. Per Capita Grant

As part of the preparation for the annual Per Capita Grant, the Board of Library Trustees will review the Standards for Illinois Public Libraries at both the November and January Board meetings. The results of these discussions will be reported in the 2024 grant application which is due to the State Library at the end of January.

C. No meeting in December

Reminder that there is no Board meeting scheduled for December. The next meeting is January 16, 2024.

D. Holiday Season Closings

The Library will be closed on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

E. RSA Independence

RSA, the Resource Sharing Alliance, a consortium of Central Illinois Libraries, will become independent of RAILS (Reaching Across Illinois Library System). This will not affect service for library patrons and is consistent with the actions of other consortia across the state. In 2024, an Inter-Governmental Agreement will be presented to the Board for review that details the Peoria Public Library's relationship to the soon-to-be independent RSA.

F. Summer Reading Planning Committee

Alyce Jackson is leading a new Summer Reading Planning committee comprised of representatives from multiple branches and departments. The group is examining what worked well during the past summer reading events, what can be improved, and beginning plans for summer 2024.

G. Meeting with John Morris

Yelverton and De Fazio met with John Morris at the Riverfront Museum where they discussed possible future partnerships, including summer reading opportunities.

H. Cossandra Stokes, Circulation Manager, retiring

Circulation Manager Cossandra Stokes will be retiring on December 20. De Fazio, Jenny Sevier and Yelverton reviewed several candidates for the position and will be announcing the new Circulation Manager soon.

I. Interviews for Manager of Collection Development

Interviews for the Manager of Collection Development are being held this week.

J. South-West Kiwanis Presentation

Yelverton will be presenting to this group at the end of the month.

K. Legislative Breakfast

The City has chosen to host its annual Legislative Breakfast at the Library for a second year. The City will be inviting area legislators to the Library to discuss issues relevant to Peorians with City leaders.

L. Door count and circulation

Library staff were unable to collect the visitor count total for September 2023 due to a software issue which has now been fixed. The September 2023 visitor count total was up 10.2% over September 2022.

The October 2023 visitor count total was up 17.9% over October 2022. The circulation total for that same period was up 4.1%.

M. Reviewing Chapters 1-7 of *Serving Our Public 4.0*

Yelverton presented a list of action items related to Chapters 1-7:

Chapter 2

- Research hiring third party for Strategic Planning to elicit feedback from users, non-users and staff
- Review collection development policy in 2024
- Emphasize continuing education opportunities for board members

Chapter 3

- Seeking to add more staff to fulfill library responsibilities
- Make staff aware of continuing education resources

Chapter 4

- Update children's areas to better serve younger patrons and their caregivers

Chapter 5

- Update Capital Development plan and share with Building Committee

Chapter 6

- Update disaster plan

Chapter 7

- New evaluative tools have been implemented to help guide collection development. The new Collection Development Manager will use these tools to guide purchasing and weeding decisions.

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 Annual Report.

COMMITTEE REPORTS

A. Building Committee – No Report

B. Community Relations Committee

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

C. Executive Committee – No Report

D. Finance Committee

1. **Report of the Meeting of November 7, 2023** – Ruth Bittner reported that the committee met and came to this meeting with two recommendations.
2. **#2023-111 Amend the 2023 Budget** – Yelverton stated that twice a year the budget is amended. This is the final amendment for 2023. This amendment as presented in the packet was recommended to the Board by the Finance Committee.

Ayes: Bittner, Cousin, Lee, Parks, Sanchez Nays: None

3. **Approve the 2024 Budget** – The budget as presented in the packet was recommended to the Board by the Finance Committee.

Ayes: Bittner, Cousin, Lee, Parks, Sanchez Nays: None

4. **Adopt Resolution to Continue the Capital Development Fund**

A motion was made by Roberta Parks, seconded by Melissa Sanchez to continue the Capital Development Fund.

Ayes: Bittner, Cousin, Lee, Parks, Sanchez Nays: None

5. **Adopt Resolution to Encumber 2023 Funds**

A motion was made by Margaret Cousin, seconded by Courtney Lee to encumber 2023 Funds.

Ayes: Bittner, Cousin, Lee, Parks, Sanchez Nays: None

E. Nominating/Appeals Committee – No Report

F. Personnel/Negotiations Committee – No Report

G. Strategic Planning Committee – No Report

OTHER BUSINESS

Trustee Parks requested that a schedule for discussing the action items presented for meeting *Serving Our Public 4.0* be created.

EXECUTIVE SESSION

None

AGENDA BUILDING

ADJOURNAMENT

The meeting was adjourned at 6:12 pm

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library