

**MINUTES**  
**REGULAR MEETING**  
**BOARD OF LIBRARY TRUSTEES**  
**PEORIA PUBLIC LIBRARY**  
January 30, 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 5:33 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, Lucy Gulley, Steven Marx, Roberta Parks, Melissa Sanchez, and Barbara Van Auken

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**Board Members Absent:** Stephen Buck, Courtney Lee

**Library Staff Present:** Carolyn Conklin, Reference Assistant; 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:** None

**CORRESPONDENCE**

No correspondence to review.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

- A. #2024-01: Request to Approve Minutes as listed below:
  - 1. Minutes of the Regular Board meeting of November 28, 2023
  
- B. #2024-02: Request to Approve Expenditures as listed below:
  - 1. Payroll for Period Ending November 25, 2023 \$160,295.88
  - 2. Payroll for Period Ending December 9, 2023 \$128,655.07
  - 3. Payroll for Period Ending December 23, 2023 \$126,369.58
  - 4. Payroll for Period Ending January 6, 2024 \$129,473.38
  - 5. Regular Expenditures for December 2023 \$122,431.36
  - 6. Capital Development Fund Expenditures for December 2023 \$ 25,920.76
  - 7. Regular Expenditures for January 2024 \$ 305,381.94
  - 8. Capital Development Fund Expenditures for January 2024 \$ 2,875.00

9. 2023 Obligated Fund Expenditures for January 2024 \$ 383,979.51

- C. #2024-03: Request of the Executive Director to Approve Personnel Actions for the period ending January 12, 2024
- D. #2024-04: Request of the Executive Director to Receive and File Finance Reports for the months of November and December 2023
- E. #2024-05: Request of the Executive Director to Receive and File Library Use Statistics for the months of November and December 2023

A motion was made by Roberta Parks, seconded by Steven Marx to approve Consent Agenda items #2024-01 through #2024-05. Motion passed unanimously.

#### **ACTION ITEMS**

##### **A. #2024-06: Furnace Replacements at Lakeview Branch**

President Van Auken and Executive Director Randall Yelverton explained that due to the emergency nature of the situation, two furnaces were failing during extreme cold weather, Van Auken approved the replacement work to begin before today's meeting.

A motion was made by Ruth Bittner, seconded by Steven Marx to approve the request to replace two furnaces at the Lakeview Branch in the amount of \$17,750.00. Motion passed unanimously.

##### **B. #2024-07: Furnace Replacement at McClure Branch**

Yelverton reviewed the condition of the current furnace and the need to replace it in order to properly regulate heating throughout the building.

A motion was made by Ruth Bittner, seconded by Margaret Cousin to approve the request to replace the furnace at the McClure Branch in the amount of \$9,885.00. 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. Early Closures Due to Inclement Weather**

All Library locations closed early on January 8 and 9 and completely on January 12 due to snow. The Library was also closed on January 22 due to ice creating unsafe travel conditions.

##### **C. Closing for Martin Luther King Day**

The Library was closed in observance of Martin Luther King Day.

**D. South-West Kiwanis Presentation**

Yelverton attended the South-West Kiwanis Club meeting on November 29 and talked about the array of services the Library offers, as well as shared information about the club's induction into the Lincoln Library Hall of Fame.

**E. Manager of Circulation Services Position Filled**

Emily Byron, who formerly worked at the Lincoln Branch, began as the new Manager of Circulation Services at Main Library on December 26, replacing the retired Cossandra Stokes.

**F. Cossandra Stokes Retirement Party**

The library staff held a retirement party for Cossandra Stokes on December 20. Many of her family and friends, as well as former and current staff, attended the event.

**G. New Manager of Collection Development**

Sarah Couri is transitioning into her new role as Manager of Collection Development. The McClure Branch Manager position which she previously held is posted and interviewing will begin in the coming weeks.

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**H. Phone System Upgrade**

Yelverton, Veronica De Fazio, and IT Manager Phil Moats will meet with Heart Technologies this month to discuss the call flow for our new phone system.

**I. Computer Lab Presentation to the Mayor**

Yelverton met with Mayor Ali and Councilman Chuck Grayeb to discuss the new computer lab and the possibility of City support for newspaper digitization of the Journal-Star. The City does not have funds to assist with this project but has offered to help introduce the Library to potential partners.

**J. Interview with WMBD**

Yelverton spoke to WMBD this month about the State's new anti-book ban legislation and about the Library's support of it, as well as the importance of preserving the Freedom to Read.

**K. Requirement for Libraries Under the New Book Banning Legislation**

The new anti-book ban legislation passed by the State requires public libraries to affirm the Freedom to Read through support of the American Library Association's Library Bill of Rights. The Library affirms this document its Collection Management policy therefore, no additional steps are needed. The Library's eligibility for State grants will continue.

**L. Bradley Book Repair Project**

On March 14, staff from the Library's Technical Services department will be training Bradley University's library staff in the art of book repair.

**M. Cynthia Smith and the 21<sup>st</sup> Show**

Lincoln Branch Manager Cynthia Smith will appear on *The 21<sup>st</sup> Show* on February 5 to promote the Library's Black History Month programming. This show is broadcast on NPR stations throughout Illinois.

**N. Henry Louis Gates Promo**

Yelverton thanked Jenni Davis for spearheading the effort to have Henry Louis Gates, Jr., of the PBS show *Finding Your Roots*, record a promo highlighting the importance of libraries. Mr. Gates was in town for the Martin Luther King Day lunch.

**O. Policy Review Schedule**

Yelverton distributed a draft schedule of policies for the Board to review in 2024. A new Authority to Spend policy will be added to the lists of policies to be read at the February Board meeting. All of the Board of Trustee policies and bylaws will be discussed at the July meeting. President Van Auken and Trustee Parks requested copies of all of the Library's policies be provided to the Board when review begins.

**P. Door count and circulation**

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The November 2023 visitor count total was up 15.4% over November 2022. The circulation total for that same period was up 2.9%.

The December 2023 visitor count total was up 23.4% over December 2022. The circulation total for that same period was up 0.8%.

The 2023 visitor count total was up 17.8% over 2022. The circulation total for that same period was up 1.2%.

**Q. Reviewing Chapters 8-13 of *Serving Our Public 4.0***

Yelverton presented a list of action items related to Chapters 8-13:

Chapter 8: Yelverton will regularly review with Trustees the services provided by RAILS and RSA.

Chapter 9: In response to a request from the staff, the Library will explore ways in which to train/inform all staff of the online resources that are available so that the staff may more actively promote them to the public. In addition, the Library will review the Reference Services practices and related service policies as part of a biennial service policy review.

Chapter 10: The Library's Inclusive Services Committee will continue to evaluate the manner in which the Library presents programming and how to make those programs more accessible to our community. In 2024, the Library will also provide programs that promote the usage of the Library and its resources.

Chapter 11: The Library is reviewing its library card sign-up procedures in order to streamline the process, making it quicker and easier for families to receive their cards. In addition, the

Library will review the Youth Services practices and related service policies as part of a biennial service policy review.

Chapter 12: Staff and patron training will be held in 2024 on the library's software, hardware, and online resources in the Library's recently updated computer labs.

Chapter 13: In 2024, the Library will continue to collaborate with outside organizations and provide both organizations and local City officials with one-on-one introductions to the Library's updated computer lab and resources. Also, in order to ensure that the Library Board of Trustees is making it to all five of the Library's locations throughout the year, the Board will continue to hold their monthly meetings at the various locations.

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

Friends of the Library President Margaret Cousin thanked the Library for the upcoming donation of the Library's LP collection. The proceeds of the sale of this collection will go to the Friends of the Library. A donor was found to cover the cost of the high contrast keyboards and magnifying mice for which the Inclusive Services Committee had requested funds. Cousin provided an overview of the November and December financials.

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#### **COMMITTEE REPORTS**

A. Building Committee – No Report

**B. Community Relations Committee**

1. **January 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**

None

#### **EXECUTIVE SESSION**

A motion was made by Margaret Cousin, seconded by Roberta Parks, to move into Executive Session at 6:27 p.m. for the purpose of reviewing closed session recordings and minutes (5ILCS 120/2(c)(21)) and discussion of the Executive Director's Mid-Year Review. (5ILCS 120/2 (c)(1)). Motion carried unanimously.

#### **RETURN TO REGULAR SESSION**

The Board returned to Regular Session at 6:56 p.m.

A. #2024-09: Authorize destroying lawfully recorded audio files of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06).

1. Regular Board Meeting: Executive Session January 18, 2022
2. Regular Board Meeting: Executive Session June 21, 2022

A motion was made by Ruth Bittner, seconded by Roberta Parks, to destroy both recordings listed on the Executive Session agenda as presented. Motion carried unanimously.

- B. #2024-10: Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21))
1. Regular Board Meeting: Executive Session April 18, 2023
  2. Personnel/Negotiations Committee: Executive Session April 24, 2023
  3. Regular Board Meeting: Executive Session May 16, 2023
  4. Regular Board Meeting: Executive Session June 20, 2023

A motion was made by Lucy Gulley, seconded by Melissa Sanchez, to keep closed all sets of minutes listed on the Executive Session agenda as presented. Motion carried unanimously.

#### **AGENDA BUILDING**

None

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#### **ADJOURNMENT**

The meeting was adjourned at 6:57 p.m.

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Melissa Sanchez, Secretary  
Board of Library Trustees  
Peoria Public Library