

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
February 20, 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 5:32 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, Courtney Lee, Steven Marx, Roberta Parks, Melissa Sanchez, and Barbara Van Auken

**Board Members Absent:** Stephen Buck, Lucy Gulley

**Library Staff Present:** Ginger Adams, Library Assistant; Emily Byron, Circulation Manager; Carolyn Conklin, Reference Assistant; Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Rose Farrell, Reference Assistant; Alyce Jackson, Programming Manager; and Randall Yelverton, Executive Director.

**Others Present:** None

**CORRESPONDENCE**

No correspondence to review.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

A. #2024-14: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of January 30, 2024
2. Minutes of the Regular Board meeting Executive Session January 30, 2024

B. #2024-15: Request to Approve Expenditures as listed below:

- |                                                            |              |
|------------------------------------------------------------|--------------|
| 1. Payroll for Period Ending January 20, 2024              | \$129,473.38 |
| 2. Payroll for Period Ending February 2, 2024              | \$128,849.00 |
| 3. Regular Expenditures for February 2024                  | \$104,990.12 |
| 4. Capital Development Fund Expenditures for February 2024 | \$ 13,677.00 |
| 5. 2023 Obligated Fund Expenditures for February 2024      | \$ 9,891.49  |

- C. #2024-16: Request of the Executive Director to Approve Personnel Actions for the period ending February 16, 2024
- D. #2024-17: Request of the Executive Director to Receive and File Finance Reports for the month of January 2024
- E. #2024-18: Request of the Executive Director to Receive and File Library Use Statistics for the month of January 2024

A motion was made by Steven Marx, seconded by Roberta Parks to approve Consent Agenda items #2024-14 through #2024-18. Motion passed unanimously.

### **ACTION ITEMS**

#### **A. #2024-19: First Reading: Revised Social Media Policy**

Yelverton explained the proposed revisions to the current Social Media Policy.

A motion was made by Steven Marx, seconded by Margaret Cousin to amend the proposal by changing all references to Twitter to "X (formerly known as Twitter)." Motion passed unanimously.

A motion was made by Roberta Parks, seconded by Courtney Lee to amend bullet point two on page three to read, "Employees must always *attempt* to be honest and accurate when posting information or news, and if they make a mistake, they should correct it upon discovery." Motion passed unanimously.

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

#### **B. #2024-20: First Reading: NEW Authority to Spend Policy**

Yelverton explained the need to increase and codify the spending authority of the Executive Director.

No changes were suggested. The Authority to Spend Policy will be put forth for a vote at the March meeting.

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

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

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

#### **B. President's Day**

The Library was closed February 19 for President's Day.

**C. McClure Branch Manager**

Branch Manager Sarah Couri, Veronica De Fazio and Yelverton conducted McClure Branch Manager interviews in February. Yelverton introduced Rose Farrell as the new McClure Branch Manager.

**D. Interview Process**

Yelverton explained the hiring process and the impacts that hiring from within has upon that process.

**E. Partnership with the Secretary of State's Office**

The Library was selected by the Secretary of State's office to participate in a pilot project that helps patrons connect with legal information, resources, and procedural assistance, and participate in remote court hearings. The Library will be sending two staff members to special training that helps prepare them to offer these services to patrons.

**F. Peoria Garden Club**

The Peoria Garden Club wants to donate trees and other plants to the Library for planting at the North Branch. Margaret Cousin, Building Committee Chair, and Yelverton will meet with a Garden Club representative at the end of this week.

**G. Summer Reading Party**

This year the annual Summer Reading party will be held at the Peoria Civic Center. The Summer Reading Planning Committee is working on the details of the party.

**H. Illinois Public Library Annual Report (IPLAR)**

De Fazio, along with other library staff have been hard at work compiling the data for the annual Illinois Public Library Annual Report (IPLAR). Completion of the report is a necessary pre-requisite for receiving the Per Capita Grant.

**I. Staff Survey Committee**

The Staff Survey Committee, made up of management and union leadership, conducted a staff questionnaire and presented the information later in the meeting.

**J. WMBD Interviews**

Cynthia Smith, Lincoln Branch Manager, and Yelverton spoke to a reporter from WMBD about Black History Month events at the Library.

**K. Main Library Book Drop**

Ameren is repairing damage to the Lower Level 2 ceiling from an earlier repair project they completed. This made the Main Library drive-up book drop temporarily inaccessible.

**L. Circulation Manager**

Yelverton introduced Emily Byron as the new Manager of Circulation at the Main Library.

### **M. Door Count/Circulation**

The visitor total for January 2024 was up 4.8% over January 2023. The circulation total for the same period was down .5%.

### **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 January financials, noting that they were down due to the inclement weather that month.

### **COMMITTEE REPORTS**

A. Building Committee – No Report

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

1. **February 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**

#### **A. Staff Survey Report**

De Fazio and Ginger Adams provided an overview of the results of the staff survey and answered questions from the Trustees.

### **EXECUTIVE SESSION**

None

### **AGENDA BUILDING**

The Trustees agreed that either the April or May meeting will be held at the North Branch. De Fazio is finalizing the date.

### **ADJOURNMENT**

The meeting was adjourned at 6:31 p.m.

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Melissa Sanchez, Secretary  
Board of Library Trustees  
Peoria Public Library