

**MINUTES**  
**REGULAR MEETING**  
**BOARD OF LIBRARY TRUSTEES**  
**PEORIA PUBLIC LIBRARY**  
April 24, 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 5:38 pm. This Regular meeting was held in the Seminar Room at the North Branch, 3001 W. Grand Pkwy., Peoria, Illinois.

**PLEDGE OF ALLEGIANCE**

The President requested that all those who were 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, Melissa Sanchez, and Barbara Van Auken

**Board Members Absent:** Stephen Buck, Lucy Gulley, and Steven Marx

**Library Staff Present:** Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; Jamie Jones, North Branch Manager; Teri Miller, Outreach Manager; and Randall Yelverton, Executive Director.

**Others Present:** Archana Agrawal

**CORRESPONDENCE**

No correspondence to review.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

A. #2024-35: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of March 19, 2024

B. #2024-36: Request to Approve Expenditures as listed below:

- |   |              |
|---|--------------|
| 1. Payroll for Period Ending March 16, 2024             | \$133,057.11 |
| 2. Payroll for Period Ending March 30, 2024             | \$133,884.17 |
| 3. Payroll for Period Ending April 13, 2024             | \$135,403.92 |
| 4. Regular Expenditures for April 2024                  | \$517,816.35 |
| 5. Capital Development Fund Expenditures for April 2024 | \$ 14,409.17 |

- C. #2024-37: Request of the Executive Director to Approve Personnel Actions for the period ending April 19, 2024
- D. #2024-38: Request of the Executive Director to Receive and File Finance Reports for the month of March 2024
- E. #2024-39: Request of the Executive Director to Receive and File Library Use Statistics for the month of March 2024

A motion was made by Melissa Sanchez, seconded by Roberta Parks to approve Consent Agenda items #2024-35 through #2024-39. Motion passed unanimously.

#### **ACTION ITEMS**

**A. #2024-40: Approve Revised Meeting Room Policy**

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve the revised Meeting Room Policy. Motion passed unanimously.

**B. #2024-41: First Reading NEW Exhibits and Display Policy**

Yelverton provided background for the creation of this policy.

A motion was made by Ruth Bittner, seconded by Courtney Lee for language to be added to the effect that the Library has final approval over what is displayed. Motion passed unanimously.

The policy is referred back to Administration to make this change and will have a second reading at the May meeting.

**C. #2024-42: Resource Sharing Alliance Intergovernmental Agreement**

A motion was made by Courtney Lee, seconded by Melissa Sanchez to approve the intergovernmental agreement to continue services with Resource Sharing Alliance as they move to being an entity independent of RAILS. 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. Closing the morning of May 6**

The Library will have a delayed opening on May 6 in order to hold a staff breakfast and Summer Reading training. All locations will open at noon.

**C. Staff training**

At the May 8 training, Alyce Jackson and Karla Wilkinson will walk staff through the specifics of the summer reading program and do training on the summer reading software. Yelverton will speak about the importance of promoting summer reading to all patrons.

#### **D. Summer Reading**

Summer Reading begins on June 10. Yelverton encouraged all Trustees to sign up. He also encouraged Trustees to assist in getting the word out about the program via word-of-mouth, or promotional yard signs.

#### **E. Summer Reading closing events**

The Lincoln Bike Giveaway will be held the morning of July 19. The Adult Summer Reading party will be held July 19 from 6:30-8:30 pm at the Main Library. The Family Summer Reading party will be held July 24 from 5-8 pm in its new location at the Peoria Civic Center.

#### **F. North prairie maintenance**

As part of the maintenance of the property around the North Branch, a controlled burn of the prairie grass was conducted in order to allow the native grass to thrive and remain vibrant.

#### **G. Phone updates and bill reductions**

The phone systems copper lines were replaced with a fiber circuit. This upgrade will save the Library approximately \$7000 a year. Yelverton thanked IT manager Phil Moats and the IT staff for leading this project.

#### **H. Migrating the library to cloud-based solutions**

The IT department is in the early stages of migrating the Library's Microsoft Office applications and intraoffice communication to cloud-based solutions from Microsoft.

#### **I. Public Library Annual Conference.**

Veronica De Fazio and Sarah Couri attended the Public Library Association Conference in Columbus, OH. De Fazio shared information about the conference during the Community Relations report.

#### **J. Door Count/Circulation**

The visitor total for March 2024 was up 19.9% over March 2023. The circulation total for the same period was down 5.9%. Discussion was had regarding possible reasons for the dip in circulation.

#### **K. Additional Comments**

Yelverton addressed two questions he had recently received. The first was a question regarding the staining of the exterior woodwork at the North Branch. Yelverton explained that this should be done in the spring and has been added to the Maintenance schedule.

The second question was regarding the siding at North Branch. The Library had an opportunity to be part of a class action suit in 2020. The Library did not participate in the suit and the siding remains in good condition.

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

Friends of the Library President Margaret Cousin thanked Jenni Davis for procuring summer reading donations from State Representatives Ryan Spain, Jehan Gordon-Booth, and Dave Koehler. Cousin also thanked the Library's IT department for getting the Square up and running for Friendly Finds. Cousin reported that only five weeks into the membership drive, the Friends already have 58 members. In 2023, they had a total of 70 members.

### **COMMITTEE REPORTS**

- A. Building Committee – No Report
- 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** – The next committee meeting is on Tuesday, May 28 at 5:30 pm.

### **OTHER BUSINESS**

None

### **EXECUTIVE SESSION**

None

### **AGENDA BUILDING**

None

### **ADJOURNMENT**

The meeting was adjourned at 6:24 p.m.

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Melissa Sanchez, Secretary  
Board of Library Trustees  
Peoria Public Library