

**MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
May 21, 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 5:30 pm. This Regular meeting was held in the Conference Room at the Main Library, 107 NE Monroe, 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, Lucy Gulley, Steven Marx, Roberta Parks, Melissa Sanchez, and Barbara Van Auken

Board Members Absent: Stephen Buck, Courtney Lee,

Library Staff Present: Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; and Randall Yelverton, Executive Director.

Others Present: Archana Agrawal

CORRESPONDENCE

De Fazio distributed handmade cards that children had given to the North Branch and Outreach staffs.

PUBLIC COMMENT

None

CONSENT AGENDA

A. #2024-46: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of April 24, 2024

B. #2024-47: Request to Approve Expenditures as listed below:

- | | |
|---|--------------|
| 1. Payroll for Period Ending April 27, 2024 | \$135,130.31 |
| 2. Payroll for Period Ending May 11, 2024 | \$133,646.62 |
| 3. Regular Expenditures for May 2024 | \$186,595.78 |
| 4. Capital Development Fund Expenditures for May 2024 | \$ 27,284.00 |

C. #2024-48: Request of the Executive Director to Approve Personnel Actions for the period ending May 17, 2024

- D. #2024-49: Request of the Executive Director to Receive and File Finance Reports for the month of April 2024
- E. #2024-50: Request of the Executive Director to Receive and File Library Use Statistics for the month of April 2024

A motion was made by Ruth Bittner, seconded by Steven Marx to approve Consent Agenda items #2024-46 through #2024-50. Motion passed unanimously.

ACTION ITEMS

A. #2024-51: Adopt NEW Exhibits and Display Policy

A motion was made by Margaret Cousin, seconded by Roberta Parks to approve the new Exhibits and Display Policy. Motion passed unanimously.

B. #2024-52: Request to Adopt Resolution to renew participation in the Illinois Non-Resident Card program and to establish a fee of \$148 for the non-resident card for the year beginning July 1, 2024 and ending June 30, 2025

Yelverton provided background of the Illinois Non-Resident Fee.

A motion was made by Steve Marx, seconded by Lucy Gulley to approve a fee of \$148 for the non-resident card beginning July 1, 2024. 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. Summer Reading Sign-Up

Yelverton reminded the Board that Summer Reading Registration has begun and encouraged everyone to sign up for the program which begins June 10.

C. Staff Training on May 6

The Library had a delayed opening of all locations on May 6 for staff training and an all-staff breakfast. The training included how to sign people up for Summer Reading and how to promote the program to patrons. The Library plans to make this training an annual event.

D. Summer Reading Parties Reminder

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.

E. Meeting with the Secretary of State

RAILS members held an online meeting with Secretary of State Alexi Giannoulias where librarians were able to ask he and the State Library staff questions. Yelverton asked for

guidance on how to take advantage of state and federal funds that are being invested in internet infrastructure.

F. Freedom of Information Act and Open Meetings Act Training

Yelverton attended sessions offered by the Attorney General's Office on Freedom of Information Act requests and the proper application of the Open Meetings Act.

G. Weeding the Library Collections

The Library staff is weeding the collections at each location as a part of maintenance, to improve circulation, to create a more browsable collection, and to create space for new materials entering the collection.

H. Collection Development Update

Sarah Couri, De Fazio and Yelverton have been looking at ways to use circulation data to drive collection maintenance, including weeding, and purchasing. The Collection HQ software is being used to observe what types of materials are circulating at each location and what needs to be removed due to low use. Yelverton asked Couri to attend a future meeting to give an overview of some of the data used to guide collection decisions.

I. Employee Assistance Program

Jenny Ulrich, Administrative Assistant, is looking for ways to improve Human Resources processes. She and Yelverton are investigating new ways to utilize Employee Assistance Program (EAP) services offered by Telus.

J. Peoria Reads

As part of this year's Peoria Reads programming, author Dr. Doug Tallamy (*Nature's Best Hope*), joined readers via Zoom on April 17 and Candace Fleming, author of *Honeybee*, visited two local schools and presented in person on May 2. Peoria Reads programming will continue throughout the summer.

K. Labor Management Committee Meeting

The quarterly Labor Management Committee meeting was held May 16. During this time union stewards brought forth concerns from the staff for discussion with management.

L. Central Illinois Landmarks Foundation Display at Main

Yelverton encouraged everyone to stop by the Central Illinois Landmarks Foundation (CILF) display in the gallery at Main. It highlights drawings from the CILF collection, and is an excellent presentation celebrating the artistry of architectural drawings as well as Peoria history. It was prepared by CILF members, including Leann Johnson and Tim Hartneck.

M. Door Count/Circulation

The visitor total for April 2024 was up 16.8% over April 2023. The circulation total for the same period was down 2.8%.

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

Friends of the Library President Margaret Cousin reviewed the status of donations for the summer reading program as well as gave an update on the membership campaign. After two months, the Friends have 63 paid 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 5:58 p.m.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library