

**MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
June 18, 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 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, Courtney Lee, Roberta Parks, Melissa Sanchez, and Barbara Van Auken

**Board Members Absent:** Steven Marx

**Library Staff Present:** Sarah Couri, Manager of Collection Development Services; Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Jennifer Jacobsen-Wood, Technical Services Manager; Alyce Jackson, Manager of Public Programming; Jennifer Sevier, Manager of Reference Services; Karla Wilkerson, Programming Librarian; and Randall Yelverton, Executive Director.

**Others Present:** Chuck Grayeb, City Council

**CORRESPONDENCE**

De Fazio highlighted the Per Capita Grant award letter from the Illinois Secretary of State's Office.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

A. #2024-56: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of May 21, 2024
2. Minutes of the Executive Committee meeting of June 11, 2024
3. Minutes of the Executive Session of the Executive Meeting of June 11, 2024

B. #2024-57: Request to Approve Expenditures as listed below:

- |                                                        |              |
|--------------------------------------------------------|--------------|
| 1. Payroll for Period Ending May 25, 2024              | \$134,032.22 |
| 2. Payroll for Period Ending June 8, 2024              | \$135,822.65 |
| 3. Regular Expenditures for June 2024                  | \$148,235.69 |
| 4. Capital Development Fund Expenditures for June 2024 | \$ 51,324.00 |

- C. #2024-58: Request of the Executive Director to Approve Personnel Actions for the period ending June 14, 2024
- D. #2024-59: Request of the Executive Director to Receive and File Finance Reports for the month of May 2024
- E. #2024-60: Request of the Executive Director to Receive and File Library Use Statistics for the month of May 2024

A motion was made by Margaret Cousin, seconded by Roberta Parks to approve Consent Agenda items #2024-56 through #2024-60. Motion passed unanimously.

#### **ACTION ITEMS**

None

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

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

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

##### **B. Library Closed on June 19**

All Peoria Public Library locations will be closed on Wednesday, June 19 in recognition of Juneteenth.

##### **C. Summer Reading Stats**

Summer Reading is off to a great start. The staff have signed up 45% more participants over the same time period as last year. There are 1,753 participants compared to last year's 1,213.

##### **D. New Book Buzz Segment on WCBU**

WCBU has agreed to partner with the Library on a new, monthly on-air segment called Book Buzz. Each month, Sarah Couri will talk about 3-4 new books with Tim Shelley, WCBU's news director. The WCBU segment will be cross-promoted at each location along with the quarterly Book Buzz booklists and displays.

##### **E. Library Website Accessibility**

Beginning in January 2026, the Library's website is required to meet new Federal accessibility standards. Jennifer Davis, De Fazio, and Yelverton have been attending online training regarding website accessibility. Davis will be working with the Library's website design company to begin to implement these modifications.

##### **F. Management Committee to Assess Accessibility**

These accessibility standards also include expectations that the hardware and software used by the Library be accessible to all library users. The plan is to create a staff committee to address

both the web and library technology accessibility issues. Updates will be provided to the Board as this assessment and modification gets underway.

#### **G. Staining Exterior Woodwork at North Branch**

The Maintenance team began re-staining the various exterior wood structures at North. This work will be completed as weather permits.

#### **H. Mobile Printing**

The IT team will be implementing mobile printing before the end of 2024. This will allow patrons to send print jobs from their phones and other web-accessible devices to the library printers. Many of the users who have internet access and computers at home still visit our locations from time-to-time to make physical print outs. This addition will make this process easier.

#### **I. ALA Annual Conference**

Yelverton is attending the annual ALA Conference in San Diego, California June 27-July 2. This conference brings librarians together from all over the country to learn about innovation and share best practices with one another. Yelverton will report back at the July Board meeting.

#### **J. Update from Manager of Collection Development Services**

Sarah Couri announced that to keep within budget with the pay-per-use model in hoopla, the borrows per user will be decreasing from 8 to 6 per month after summer reading. Couri then demonstrated just a few of the features in Collection HQ that are assisting the staff in collection maintenance and provided copies of the Book Buzz to the Board and talked about the new segment that she is doing on WCBU.

#### **K. Door Count/Circulation**

The visitor total for May 2024 was up 17.7% over May 2023. The circulation total for the same period was down 5.4%.

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

Friends of the Library President Margaret Cousin announced donations from State Representatives Ryan Spain, Jehan Gordan-Booth and State Senator Dave Koehler for summer reading.

### **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** - Van Auken reported on the next steps for the Executive Director's annual evaluation, as well as an upcoming recommendation to move the evaluation from July to January in order to align with the Library's Strategic Plan.

#### **D. Finance Committee**

**1. Explanation of Administrative fees paid to the City of Peoria Public Library**

Van Auken provided an overview from the City of the services that they provide for an annual fee of \$200,000.

**2. #2024-61 Amend the 2024 Budget**

A motion was made by Ruth Bittner, seconded by Margaret Cousin to amend the 2024 budget as presented. Motion passed unanimously.

#### **E. Nominating/Appeals Committee**

**1. #2024-62 Election of Officers for 2024-2025**

Committee Chair Lucy Gulley presented the following slate of officers for 2024-2025:

- Barbara Van Auken – President
- Ruth Bittner – Vice-President
- Melissa Sanchez – Secretary

Gulley asked for any nominations from the floor and none were made. Gulley declared the nominations closed.

A motion was made by Lucy Gulley, seconded by Margaret Cousin, to approve the slate of officers for 2024-2025 as presented. Motion passed unanimously.

#### **F. Personnel/Negotiations Committee – No Report**

#### **G. Strategic Planning Committee – Committee Chair Melissa Sanchez reported that the committee will be meeting in July to continue discussing the logistics to creating a new strategic plan.**

#### **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