

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
August 20, 2024

**CALL TO ORDER**

Board President Pro Tem Ruth Bittner 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 Lower Level 2 Conference Room at the Main Library, 107 NE Monroe St., Peoria, Illinois.

**PLEDGE OF ALLEGIANCE**

The President Pro Tem 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, Steve Marx, Roberta Parks, Jacob Roberts, and Melissa Sanchez

**Board Members Absent:** Lucy Gulley, Courtney Lee, Barbara Van Auken

**Library Staff Present:** Riley Aldridge, Reference Assistant; Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; Sue Kaufman, Local History and Genealogy Librarian; Jennifer Sevier, Reference Manager; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director.

**Others Present:** Matt Hayes (AFSCME 3464 Chief Steward), Mike McGraw, Dylan Tomlins

**CORRESPONDENCE**

Correspondence received since the last meeting was recognized.

**PUBLIC COMMENT**

Per the Meeting Agenda, President Pro Tem Ruth Bittner called for Public Comment from those in the audience wishing to speak to the Board. Before the meeting began, those wishing to speak during the Public Comment portion of the meeting were asked to sign up by filling out a public comment card. President Pro Tem Bittner then called up the individual Speakers in the order in which they submitted public comment cards prior to the start of the meeting.

AFSCME members Riley Aldridge and Matt Hayes referenced the announcement at the July 2024 Board of Library Trustees meeting regarding the Executive Director's salary increase. They expressed their concerns regarding the salaries for the library staff and conveyed their hopes for competitive salaries for library staff in the future.

**CONSENT AGENDA**

- A. #2024-84: Request to Approve Minutes as listed below:
  - 1. Minutes of the Community Relations Committee of June 7, 2022

2. Minutes of the Community Relations Committee of August 2, 2022
  3. Minutes of the Regular Board meeting of July 16, 2024
  4. Minutes of the Executive Session of the Regular Board Meeting of July 16, 2024
- B. #2024-85: Request to Approve Expenditures as listed below:
- |  |              |
|--|--------------|
| 1. Payroll for Period Ending July 20, 2024   | \$138,891.64 |
| 2. Payroll for Period Ending August 03, 2024 | \$136,583.91 |
| 3. Regular Expenditures for August 2024      | \$691,307.79 |
- C. #2024-86: Request of the Executive Director to Approve Personnel Actions for the period ending August 16, 2024
- D. #2024-87: Request of the Executive Director to Receive and File Finance Reports for the month of July 2024
- E. #2024-88: Request of the Executive Director to Receive and File Library Use Statistics for the month of July 2024

A motion was made by Roberta Parks, seconded by Melissa Sanchez to approve Consent Agenda items #2024-84 through #2024-88. Motion passed unanimously.

#### **ACTION ITEMS**

**A. #2024-89: First Reading: Bulletin Board Policy**

Yelverton provided background on the patron complaint that brought to light the need for a more formalized policy regarding postings to the Library's bulletin boards. A policy was created and presented to the Community Relations Committee on August 6. Trustee Cousin noted that throughout the complaint process, the library staff were courteous and tried to be helpful to the patron. Cousin stated that it was good that the Library is getting a policy in place.

A motion was made by Margaret Cousin, seconded by Jacob Roberts to accept the first reading of the Bulletin Board Policy without any recommended edits. 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. RSA Director's Advisory Committee**

Yelverton has agreed to be part of the Director's Advisory Committee for Resource Sharing Alliance (RSA). The group will consider policy and organizational changes and offer opinions to the RSA Users Group, the primary governing body for RSA member libraries.

**C. Staff additions**

- a. The Technical Services Department added a new member on August 20. The goal of this department expansion is to assist in getting new materials quickly out to patrons.
- b. The staff at the Lincoln Branch is expanding as well. The Library has begun the process of hiring a Librarian for Lincoln that will focus on children and teen programming and services. They serve many children throughout the year and the additional staff will help improve these services.

**D. Mobile printing**

Mobile printing is now installed at all five library locations. This allows patrons to select documents from their home computers or phones and send them to one of the libraries to be printed.

**E. Microsoft 365**

The IT Department is preparing for a move later this year to the cloud-based Microsoft 365. Currently, they are working on improving and updating the library's technology infrastructure.

**F. New phone system**

Heart will be providing training at the upcoming Staff Day on October 14. The new system will be rolled out on October 15. Short, periodic phone outages are expected during the roll-out, but patrons will be given plenty of notice ahead of time.

**G. Door count and circulation statistics**

The visitor total for August 2024 was up 19.2% over August 2023. The circulation total for the same period was down 1.4%.

**H. FamilySearch**

Local History and Genealogy Librarian Sue Kaufman presented "Preserving the Past for the Future" about the upcoming partnership, the first of its kind in Illinois, between the Peoria Public Library and Family Search.

**I. Main Street Quest**

The Main Library is a stop on DOJOdaze's Main Street Quest, a scavenger hunt in downtown Peoria on September 14 to promote fun with friends or family while discovering local landmarks and solving clues. The event's organizers are promoting the Library/CityLink initiative "Fine Free X Fare Free" as part of the event.

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

Friends of the Library President, Margaret Cousin, reported that the Friends have surpassed their 2024 membership goals, that the Friends will be working on a budget with a commitment to make their endowment grow, will be defining what programs and services they will be funding for the Library, and will be setting an annual budget for those program and service requests. Cousin also reported that in the first week, the vinyl record sale made over \$5000. She thanked Jenny Sevier for offering the materials for this sale.

**COMMITTEE REPORTS**

A. Building Committee – No Report

**B. Community Relations Committee**

1. **July 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** – Trustee Sanchez announced that the Strategic Planning Committee meeting was rescheduled to Thursday, September 5.

#### **OTHER BUSINESS**

Yelverton reported that on Monday, August 19 it was discovered that damage had been done to the Main Street side of the Main Library during an altercation on the sidewalk early Sunday morning. The process for obtaining repairs has begun, but for the time being, one of the windows is boarded up.

Trustee Parks announced that the League of Women Voters is working on a voter registration initiative and will be registering voters at the Lincoln Branch on September 17, National Voter Registration Day.

#### **EXECUTIVE SESSION**

None

#### **AGENDA BUILDING**

None

#### **ADJOURNMENT**

The meeting was adjourned at 6:28 pm

---

Melissa Sanchez, Secretary  
Board of Library Trustees  
Peoria Public Library