

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
July 16, 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, Lucy Gulley, Roberta Parks, Jacob Roberts, Melissa Sanchez, and Barbara Van Auken

Board Members Absent: Courtney Lee, Steven Marx

Library Staff Present: Carolyn Conklin, Reference Assistant; Veronica De Fazio, Deputy Director; Alyce Jackson, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director.

Others Present: None

CORRESPONDENCE

No correspondence to review.

PUBLIC COMMENT

None

CONSENT AGENDA

- A. #2024-66: Request to Approve Minutes as listed below:
 - 1. Minutes of the Nominating Committee meeting of June 17, 2024
 - 2. Minutes of the Regular Board meeting of June 18, 2024

- B. #2024-67: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending June 22, 2024	\$135,078.02
2. Payroll for Period Ending July 06, 2024	\$136,187.88
3. Regular Expenditures for July 2024	\$253,316.26
4. Capital Development Fund Expenditures for July 2024	\$ 48,835.00

- C. #2024-68: Request of the Executive Director to Approve Personnel Actions for the period ending July 12, 2024

- D. #2024-69: Request of the Executive Director to Receive and File Finance Reports for the month of June 2024
- E. #2024-70: Request of the Executive Director to Receive and File Library Use Statistics for the month of June 2024

A motion was made by Margaret Cousin, seconded by Roberta Parks to approve Consent Agenda items #2024-66 through #2024-70. Motion passed unanimously.

ACTION ITEMS

- A. #2024-71 Review of Bylaws of Peoria Public Library Board of Library Trustees
- B. #2024-72 Review of Consent Agenda Policy
- C. #2024-73 Review of Electronic Attendance Policy
- D. #2024-74 Review Rules for Public Participation at Library Board Meetings

A motion was made by Roberta Parks, seconded by Melissa Sanchez to receive and file items #2024-71 through #2024-74. 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 goal reached!

The goal of getting 3000 people signed-up for summer reading was surpassed this week. Yelverton thanked the staff for taking this goal to heart and making it happen.

C. Summer Reading parties

The Summer Reading parties are coming up. The Adult Party will be held at the Main Library on July 19 from 6:30 pm to 8:30 pm. The Family Party will be held on July 24 from 5 pm to 8 pm.

D. Thanks to the Civic Center, Summer Reading team and Friends

The Summer Reading committee is very appreciative of the partnership with the Civic Center. The cost is very reasonable, parking will be free, and they are giving the Library access to the space for the full day for set-up. It cost \$5,000 last year for rental of the Peoria Zoo. The Civic Center event rental is only \$1,000. Yelverton thanked Alyce Jackson, Jenni Davis, and the other members of the Summer Reading committee for the great work they've done in making this event possible. Yelverton also thanked the Friends of the Library for their generous support again this year for Summer Reading.

E. ALA Conference

Yelverton presented an overview of his time at the ALA Conference in San Diego. Among the topics covered during the conference were advocacy, censorship, AI, and diversity audits.

F. Peoria County Bicentennial

Yelverton and Jennifer Davis are part of a committee to help celebrate Peoria County's Bicentennial in 2025. They will be working on ways to contribute our organization's resources to the events that are planned.

Trustee Courtney Lee joined the meeting at 5:40 pm

G. Strategic Planning Committee meeting

Yelverton met with the Strategic Planning Committee to discuss some of the goals for the remainder of the year. The committee will meet in August to further discuss strategic planning for 2025 and beyond.

H. Potential additional revenue in 2027

Yelverton spoke to Kyle Cratty, Finance Director for the City of Peoria regarding the possibility of receiving additional funds in 2027 for library operations. The City is currently levying on the Library's behalf to cover construction bond payments. In 2027 most of those bond payments will be complete.

I. Capital needs update

Yelverton will meet with members of the Management Team to discuss ongoing capital needs and upcoming capital expenses. These will then be presented to the Building Committee for review and approval.

J. LIRA Update

Yelverton provided an update from Libraries of Illinois Risk Agency (LIRA). During the last LIRA meeting, participants were reminded that a recent Supreme Court case ruled that social media postings by decision makers (Board members, management) of a public entity, regarding that entity, on their personal pages were subject to the same first amendment rules as the social media pages of that entity.

K. Visitor and circulation numbers

The visitor total for June 2024 was up 10.3% over June 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 reviewed the finances and stated that the Friends pledged to give money annually to Morgan Stanley for further investing. Cousin also reminded attendees of the album sale to be held in August.

COMMITTEE REPORTS

President Van Auken reminded Trustees of their committee assignments and noted the emphasis on Strategic Planning, which resulted in that being the largest of the Board committees.

- A. Building Committee** – Yelverton reported that the Peoria Garden Club wanted to donate landscaping elements to either North or Lincoln branches, but that after investigation, neither of these options would work at this time.
- B. Community Relations Committee**
 - 1. June 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**
 - 1. Sanchez reported that the committee discussed the short-term goals for the Library. The committee is working on a longer-term strategic planning process which will be presented to the Board in the fall.
 - 2. #2024-75: Approve Executive Director’s Goals for 2024

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve the Executive Director’s Goals for 2024 as recommend by the Strategic Planning Committee. Motion passed unanimously.

OTHER BUSINESS

None

EXECUTIVE SESSION

A motion was made by Roberta Parks, seconded by Courtney Lee, to move into Executive Session at 6:15 p.m. for the purpose of reviewing closed session recordings and minutes (5ILCS 120/2(c)(21)) and discussion of the Executive Director’s Annual Review. (5ILCS 120/2 (c)(1)). Motion carried unanimously.

RETURN TO REGULAR SESSION

The Board returned to Regular Session at 6:51 p.m.

- A. #2024-77: Authorize destroying lawfully recorded audio files of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06).
 - 1. Regular Board Meeting: Executive Session July 19, 2022
 - 2. Personnel/Negotiations Committee: Executive Session July 28, 2022
 - 3. Regular Board Meeting: Executive Session September 20, 2022
 - 4. Regular Board Meeting: Executive Session January 17, 2023

A motion was made by Roberta Parks, seconded by Melissa Sanchez, to destroy all recordings listed on the Executive Session agenda as presented. Motion carried unanimously.

- B. #2024-78: Review and discuss minutes of meetings lawfully closed and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21))
1. Executive Committee: Executive Session July 18, 2023
 2. Regular Board Meeting: Executive Session July 18, 2023
 3. Regular Board Meeting: Executive Session January 30, 2024

A motion was made by Roberta Parks, seconded by Margaret Cousin, to open all sets of minutes listed on the Executive Session agenda as presented. Motion carried unanimously.

C. #2024-81: Executive Director Compensation

Discussion was held regarding the Executive Director's Compensation using information from the HR Source Library Survey as well as the Executive Director's annual evaluation. Emphasis was placed on the need to begin to move the salary for this position to a place where it is in line with the salaries of Executive Director's at other libraries in the state of Illinois with the same size budget, staff, and service populations as Peoria.

A motion was made by Ruth Bittner, seconded by Courtney Lee to pay Randall Yelverton at an annualized rate of \$124,000 for the remainder of the calendar year.

Approved by roll call vote.

Yeas: Bittner, Cousin, Gulley, Lee, Parks, Roberts, Sanchez, Van Auken

Nays: None

D. #2024-82: Change in Executive Director Appraisal Schedule

Discussion was held regarding moving the Executive Director's Annual Appraisal from July each year to December in order to align the appraisal with the calendar year in the strategic plan.

A motion was made by Courtney Lee, seconded by Melissa Sanchez to have an interim period of appraisal of July 1-December 31, 2024 in order to move to the new appraisal period of January 1-December 31 beginning in January 2025. Motion passed unanimously.

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library