

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
September 17, 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 5:31 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: Margaret Cousin, Courtney Lee, Steve Marx, Roberta Parks, Jacob Roberts, Melissa Sanchez, and Barbara Van Auken

Board Members Absent: Ruth Bittner, Lucy Gulley

Library Staff Present: Carolyn Conklin, Reference Assistant; Jennifer Davis, Public Relations Manager; 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

Correspondence received since the last meeting was recognized.

PUBLIC COMMENT

None

CONSENT AGENDA

A. #2024-93: Request to Approve Minutes as listed below:

1. Minutes of the Strategic Planning Meeting of July 11, 2024
2. Minutes of the Regular Board meeting of August 20, 2024

B. #2024-94: Request to Approve Expenditures as listed below:

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| 1. Payroll for Period Ending August 17, 2024 | \$137,690.08 |
| 2. Payroll for Period Ending August 31, 2024 | \$138,757.26 |
| 3. Regular Expenditures for September 2024 | \$206,351.14 |
| 4. Capital Development Expenditures for September 2024 | \$ 26,395.00 |

- C. #2024-95: Request of the Executive Director to Approve Personnel Actions for the period ending September 13, 2024
- D. #2024-96: Request of the Executive Director to Receive and File Finance Reports for the month of August 2024
- E. #2024-97: Request of the Executive Director to Receive and File Library Use Statistics for the month of August 2024

A motion was made by Steven Marx, seconded by Margaret Cousin to approve Consent Agenda items #2024-93 through #2024-97. Motion passed unanimously.

ACTION ITEMS

A. #2024-98: Second Reading: Bulletin Board Policy

There were no additions or corrections to the presented policy.

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve the Bulletin Board Policy without any recommended edits. Motion passed unanimously.

B. #2024-99: First Reading: Bylaws of Peoria Public Library Board of Library Trustees

Discussion was held on the process for removing a Trustee due to attendance issues. It was recommended that wording be added to the Bylaws to the effect that Trustees must not have more than three unexcused absences for the regular monthly meetings of the Board of Library Trustees. An unexcused absence means that no communication regarding the absence was conveyed. Wording regarding absence due to a medical condition will be added. The Executive Committee will take up the attendance issue should it occur. Yelverton will present proposed wording for this section of the Bylaws at the October meeting.

On page 5 of the Bylaws under Section 1: Appointment, it was recommended that the President appoint Chairs and members for all standing committees by the August Board of Trustees meeting.

After some discussion, it was recommended that the Community Relations committee be removed from the list of standing Board committees as a result of its inactivity.

C. #2024-100: First Reading: Consent Agenda Policy

Discussion was held regarding the Recording Secretary reading the consent agenda aloud at each meeting. It was agreed that for easier accessibility, the consent agenda will continue to be read aloud. There were no suggested changes regarding the proposed Consent Agenda Policy.

D. #2024-101: First Reading: Electronic Attendance Policy

There were no suggested changes to the Electronic Attendance Policy beyond the proposed changes that bring the policy in line with the updated law.

E. #2024-102: First Reading: Rules for Public Participation at Library Board Meetings

The statement, "It shall be in order for Trustees to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussion" will be added to the reformatted rules.

REPORT OF THE EXECUTIVE DIRECTOR

A. Monthly Programming Report

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

B. Plumbing issue at Main

Plumbing issues at the Main library led to closing some of the bathrooms in the building. Solving this issue is a multi-faceted project that will require the assistance of JULIE (Joint Utility Locating Information for Excavators) before flushing the blockage in pipes which are underneath the street in the alley. The pipes will need to be uncovered so that they can be accessed. The Library is waiting on JULIE, but has lined up PIPCO to help with the repair once we are cleared to begin.

C. RSA Director's Advisory Committee

Yelverton attended the first meeting of the Director's Advisory Committee for RSA (Resource Sharing Alliance). He represented larger public libraries and participated in discussion about modifying current RSA policies on maintaining patron records.

D. New Library Staff

The process has begun to expand the Collection Development department. The Library is advertising for a Librarian who will be responsible for selecting material for children and teens under the guidance of the Collection Development Manager. The Library has also been interviewing for Library Assistants at Lakeview and Main to fill vacated positions.

E. Reception at Main and early closing

On October 8 the Main library will close to the public at 4:30 pm in preparation for a reception to be held at the Library from 5:00-7:00 pm as part of the Illinois Library Association (ILA) Annual Conference. Veronica De Fazio, who is a Conference Co-Chair, is heading up the plans for this event. The Library looks forward to hosting this event and inviting librarians from all over the state to see our wonderful Main library.

F. FamilySearch digitization project

Work with FamilySearch on preparing for digitizing documents from our Local History and Genealogy department continues. The Library should be receiving the document scanner from them before the end of the year and for the volunteers to arrive on-site for the scanning work sometime near the beginning of 2025.

G. Comics Plus available to Library patrons

The digital service Comics Plus is now available to our patrons. This service offers digital copies of comics from an array of publishers and includes many manga and superhero titles.

H. New library card design

A new library card design is available for National Library Card Sign-Up month.

I. Strategic Planning Committee Update

The Strategic Planning Committee met this month to discuss how to approach Strategic Planning over the next year. They will be offering up their recommendation at the upcoming meeting.

J. Door Count and Circulation Statistics

The visitor total for August 2024 was up 9.4% over August 2023. The circulation total for the same period was down 5.3%.

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

Friends of the Library President, Margaret Cousin, reviewed the financial report. Cousin thanked the staff, in particular the Reference and Maintenance departments, for their help with the vinyl album sale. Cousin also stated that while the Friends will not be placing a dollar amount on what they will fund for the Library each year, the Friends will be more clearly defining the types of asks they will be funding.

COMMITTEE REPORTS

A. Building Committee – The Building Committee will meet to discuss the usage or sale of the four peacock chairs that were donated to the Library many years ago.

B. Community Relations Committee

1. August Staff Report – De Fazio highlighted some of the activities from the report.

C. Executive Committee – No Report

D. Finance Committee – The Finance Committee will meet to discuss the 2025 budget

E. Nominating/Appeals Committee – No Report

F. Personnel/Negotiations Committee – No Report

G. Strategic Planning Committee

1. Report from August 29, 2024 Meeting – Trustee Sanchez reported on the discussion the committee held regarding the hiring of a consultant to oversee the planning and creation of a new strategic plan.

2. #2024-103: Recommendation to use a Strategic Planning Consultant

A motion was made by Steven Marx, seconded by Roberta Parks to approve hiring a Strategic Planning consultant for the recommended amount of \$30,000-40,000, with the funds designated to come from the Gifts and Memorials fund. Motion passed unanimously.

OTHER BUSINESS

None

EXECUTIVE SESSION

None

AGENDA BUILDING

Trustee Parks suggested that the Finance Report be moved from the consent agenda, at least quarterly, in order to foster discussion and further understanding of the Library's financials. Discussion was held and the Board agreed that periodic brief financial reports would be appreciated.

ADJOURNMENT

The meeting was adjourned at 6:35 pm

Melissa Sanchez, Secretary
Board of Library Trustees
Peoria Public Library