

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
January 28, 2025

**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 Lower Level 2 Conference Room at the Main Library, 107 NE Monroe St., Peoria, Illinois.

Van Auken began the meeting by welcoming new Trustee, Kevin Kinne.

**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, Kevin Kinne, Steven Marx, Roberta Parks, and Barbara Van Auken

**Board Members Absent:** Lucy Gulley, Jacob Roberts

**Library Staff Present:** Emily Byron, Circulation Manager; Carolyn Conklin, Reference Assistant; Veronica De Fazio, Deputy Director; Sue Kaufman, Reference Librarian; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director.

**Others Present:** None

Steven Marx left the meeting at 5:45 pm.

**CORRESPONDENCE**

Veronica shared cards received since the last meeting thanking the Library for use of the public meeting rooms.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

- A. #2025-01: Request to Approve Minutes as listed below:
  - 1. Minutes of the Strategic Planning Committee meeting of December 5, 2024
  - 2. Minutes of the Regular Board meeting of November 19, 2024
  
- B. #2025-02: Request to Approve Expenditures as listed below:
  - 1. Payroll for Period Ending November 23, 2024 \$139,853.19
  - 2. Payroll for Period Ending December 7, 2024 \$140,191.41

3. Payroll for Period Ending December 21, 2024	\$141,297.87
4. Payroll for Period Ending January 4, 2025	\$150,061.61
5. Regular Expenditures for December 2024	\$202,245.26
6. Capital Development Fund Expenditures for December 2024	\$ 23,375.00
7. Regular Expenditures for January 2025	\$ 305,197.46
8. Capital Development Fund Expenditures for January 2025	\$ 10,850.00
9. 2024 Obligated Fund Expenditures for January 2025	\$ 491,270.94

- C. #2025-03: Request of the Executive Director to Approve Personnel Actions for the periods ending January 17, 2025
- D. #2025-04: Request of the Executive Director to Receive and File Finance Reports for the months of November and December 2024
- E. #2025-05: Request of the Executive Director to Receive and File Library Use Statistics for the months of November and December 2024

A motion was made by Margaret Cousin, seconded by Roberta Parks to approve Consent Agenda items #2025-01 through #2025-05. Motion passed unanimously.

#### **ACTION ITEMS**

##### **A. #2025-06: First Reading: Circulation Policy**

Roberta Parks thanked Circulation Manager Emily Byron for the work done to simplify the policy.

No changes were suggested. The Circulation Policy will be put forth for a vote at the February meeting.

##### **B. #2025-07: First Reading: Timekeeping Policy**

Barbara Van Auken clarified that the terms “union represented employees” and “non-union represented employees” should be used rather than “union employees” and “non-union employees.”

The policy is referred back to Administration to make this change and will have a second reading at the February meeting.

##### **C. #2025-08: First Reading: Whistleblower Policy**

Yelverton and Van Auken explained that this policy is required under Illinois State law.

No changes were suggested. The Whistleblower Policy will be put forth for a vote at the February meeting.

## REPORT OF THE EXECUTIVE DIRECTOR

### A. Email to the Board

Yelverton addressed an email sent to the Board from a concerned citizen regarding the salary posted for a management position. Yelverton noted that raises for the staff have been in line with what is detailed in the contract. He noted that the HR Source Salary Survey was used as the basis for his salary and that the salary survey, along with information from selected libraries, will be used in determining future salaries for all staff.

### B. New Programming Manager

Programming Manager Alyce Jackson accepted the position of the Director of the Chillicothe Public Library. We are happy for her success and have begun the process of looking for a new Programming Manager.

### C. Peoria County's Bicentennial Celebration

The Library is participating in Peoria County's bicentennial celebration by purchasing a bison replica for display at the Main library. Bison replicas will be visible throughout the City in honor of this landmark year. The Library will be decorating our bison in a design that honors Peoria's history.

### D. Strategic Planning

The Strategic Planning Committee met to discuss the selection of a consultant for the 2025 Strategic Plan.

### E. Director's Advisory Council

Yelverton represented the Peoria Public Library at the Director's Advisory Council for RAILS at their December meeting. They discussed policies affecting libraries in the cooperative and passed on recommendations to the RAILS board of directors.

### F. Reviewing Chapters 8- 13 of Serving Our Public 4.0

#### Chapter 8:

- Encourage library staff to take on leadership positions in regional and statewide library bodies

#### Chapter 9:

- Review reference policies
- Encourage continued participation by staff

#### Chapter 10:

- Examine the way the library is reaching multiple demographics through programming, with assistance of new Programming Manager

#### Chapter 11:

- Evaluate accessibility of programming for all patrons

#### Chapter 12:

- Review internet use policy

### Chapter 13:

- Surveying of public through upcoming strategic planning process

#### **G. Local History Project**

The local history scanning project is going well and the volunteers have already scanned many documents that will now exist digitally for future use.

#### **H. New Electronic Training Resources**

The Library added new electronic training resources available to patrons through the website. *Udemy* offers training on multiple subjects from software instruction to leadership development. It is a nationally recognized training platform that is used by many organizations and businesses to train their staffs, and the Library is offering a public facing version of it. Also added is *Craft & Hobby* which offers instruction on multiple hobbies like sewing, crocheting, photography and woodworking.

#### **I. Policy Review**

Review of Library policies continues. Of note, this month, a new Whistleblower Policy is being reviewed. The State requires us to affirm that whistleblowers will be protected and there is a process in place for employees to report any concerns about potentially illegal activity.

#### **J. Door Count and Circulation Statistics**

The visitor total for November 2024 was down 4.1% over November 2023. The circulation total for the same period was up 1.1%.

The visitor total for December 2024 was up 5.3% over December 2023. The circulation total for the same period was up 4.1%.

The visitor total for the entirety of 2024 was up 11.6% over the previous year. The circulation total for the same period was down 2%.

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

Friends of the Library President, Margaret Cousin, reminded the Board that the Friends' fiscal year ends on October 31. Cousin announced that the Friends received a \$5000 individual donation in December. The Friends voted to move \$5000 each year into their investments with Morgan Stanley. Membership letters will be going out in February for the membership drive.

### **COMMITTEE REPORTS**

- A. Building Committee – No Report
- B. Executive Committee – No Report
- C. Finance Committee – No Report, but will be meeting in March
- D. Nominating/Appeals Committee – No Report
- E. Personnel/Negotiations Committee – No Report

## **F. Strategic Planning Committee**

### **1. #2025-09: Approve Strategic Planning Consultant**

Steve Marx presented Fast Forward Libraries as the consultant being put forth by the Strategic Planning Committee. Cousin appreciated the highly comprehensive proposal. Parks mentioned that the Fondulac Public Library District had also used this company. Parks spoke with Gena Buhr, Fondulac's Library Director, and shared the positive feedback she received. Marx and Yelverton met with Amanda Standerfer from Fast Forward Libraries and shared the answers to questions posed by the Strategic Planning Committee.

A motion was made by Steven Marx, seconded by Margaret Cousin, to approve the recommendation to hire Fast Forward Libraries to conduct the Strategic Planning process and to use funds from the Library's Gifts & Memorials fund to pay for the project. Motion passed unanimously.

### **2. Approve Executive Director's Goals for 2025**

Parks reported out on Yelverton's goals and the fact that Yelverton will be reporting on progress made toward those goals on a quarterly basis.

A motion was made by Roberta Parks, seconded by Margaret Cousin, to accept the Executive Director's Goals for 2025 as presented. Motion passed unanimously.

## **OTHER BUSINESS**

Van Auken reminded the Board that there is a vacancy on the Board of Trustees that needs to be filled and encouraged everyone to be looking for interested candidates.

## **EXECUTIVE SESSION**

A motion was made by Margaret Cousin, seconded by Roberta Parks, to move the Executive Session to the February 18 Board of Library Trustees meeting when more of the Board should be in attendance. Motion passed unanimously.

## **AGENDA BUILDING**

None

## **ADJOURNMENT**

The meeting was adjourned at 6:10 pm

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Steven Marx, Secretary  
Board of Library Trustees  
Peoria Public Library