

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
February 25, 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 5:31 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:** Ruth Bittner, Margaret Cousin, Kevin Kinne, Steven Marx, Jacob Roberts, and Barbara Van Auken

**Board Members Absent:** Lucy Gulley, Roberta Parks

**Library Staff Present:** Emily Byron, Circulation Manager; Carolyn Conklin, Reference Assistant; Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Jennifer Jacobsen-Wood, Technical Services Manager; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director.

**Others Present:** Mike McGraw

**CORRESPONDENCE**

No correspondence was received since the last meeting.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

A. #2025-17: Request to Approve Minutes as listed below:

1. Minutes of the Regular Board meeting of January 28, 2025

B. #2025-18: Request to Approve Expenditures as listed below:

- |   |              |
|---|--------------|
| 1. Payroll for Period Ending January 18, 2025         | \$144,660.87 |
| 2. Payroll for Period Ending February 1, 2025         | \$144,819.31 |
| 3. Payroll for Period Ending February 15, 2025        | \$147,049.02 |
| 4. Regular Expenditures for February 2025             | \$186,031.13 |
| 5. 2024 Obligated Fund Expenditures for February 2025 | \$ 3,130.15  |

- C. #2025-19: Request of the Executive Director to Approve Personnel Actions for the period ending February 14, 2025
- D. #2025-20: Request of the Executive Director to Receive and File Finance Reports for the month of January 2025
- E. #2025-21: Request of the Executive Director to Receive and File Library Use Statistics for the month of January 2025

A motion was made by Margaret Cousin, seconded by Steven Marx to approve Consent Agenda items #2025-17 through #2025-21. Motion passed unanimously.

#### **ACTION ITEMS**

**A. #2025-22: Adopt Revised Circulation Policy**

A motion was made by Jacob Roberts, seconded by Margaret Cousin, to approve the revised Circulation Policy as presented. Motion passed unanimously.

**B. #2025-23: Adopt Revised Time Tracking Policy**

A motion was made by Steven Marx, seconded by Kevin Kinne, to approve the revised Time Tracking Policy as presented. Motion passed unanimously.

**C. #2025-24: Adopt Whistleblower Policy**

A motion was made by Kevin Kinne, seconded by Steven Marx, to approve the Whistleblower Policy as presented. Motion passed unanimously.

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

**A. Programming Manager**

Interviews for the Programming Manager are being conducted this week.

**B. Summer Reading Planning**

The Summer Reading Planning Committee will meet this week to continue planning for summer reading 2025.

**C. New Library Trustee Orientation**

Yelverton provided new Library Board Trustee Kevin Kinne with an orientation to the Board as well as a tour of the Main Library.

**D. What to do if ICE comes to the Library**

The Management Team discussed what to do in case ICE visits any of our locations. They discussed the fact that the public areas are open to all and that any agents who wanted to visit office areas must have a judge-signed warrant.

**E. Upcoming Board Committee Meetings**

Both the Finance Committee and Strategic Planning Committee will meet in March.

**F. Update to Website**

The Library's website will undergo a complete update by Library Market in order to comply with federal accessibility requirements. As part of the project, the Library will also be updating its logo.

**G. Door Count and Circulation Statistics**

The visitor total for January 2025 was up 4.1% over January 2024. The circulation total for the same period was up 14.7%.

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

Friends of the Library President, Margaret Cousin, announced that the annual membership campaign is underway and will now be aligned more with the calendar year rather than the Friends' fiscal year. In 2019 there were 39 members, in 2025 so far, there are more than 90 members.

**COMMITTEE REPORTS**

- A. Building Committee – No Report
- B. Executive Committee – No Report
- C. Finance Committee – No Report
- D. Nominating/Appeals Committee – No Report
- E. Personnel/Negotiations Committee – No Report
- F. Strategic Planning Committee**

**1. Report from Strategic Planning Committee**

Strategic Planning has begun for 2025. Yelverton selected the Planning Team, as well as the Community Mapping Team. Steve Marx and Rob Parks will be serving as the Board members on the committee.

The next two steps of the process will be meeting with the Planning Team and discussing expectations as well as taking a look at the overall project. The Community Mapping team will be meeting to discuss people in the community who might be included in focus groups and one-on-one interviews.

The planning process is set to be completed in September.

**OTHER BUSINESS**

None

**EXECUTIVE SESSION**

A motion was made by Steven Marx, seconded by Ruth Bittner, to move into Executive Session at 5:57 pm 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 6:29 pm.

- A. #2025-26: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06).
1. Regular Board Meeting: Executive Session February 21, 2023
  2. Regular Board Meeting: Executive Session March 21, 2023
  3. Regular Board Meeting: Executive Session April 18, 2023
  4. Personnel/Negotiations Committee: Executive Session April 24, 2023
  5. Regular Board Meeting: Executive Session May 16, 2023
  6. Regular Board Meeting: Executive Session June 20, 2023
  7. Executive Committee: Executive Session July 18, 2023
  8. Regular Board Meeting: Executive Session July 18, 2023

A motion was made by Margaret Cousin, seconded by Steven Marx, to destroy the recordings listed on the Executive Session agenda as presented. Motion carried unanimously.

- B. #2025-27: 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 June 11, 2024
  2. Regular Board Meeting: Executive Session July 16, 2024

A motion was made by Ruth Bittner, seconded by Jacob Roberts, to open the sets of minutes listed on the Executive Session agenda as presented. Motion carried unanimously.

## **AGENDA BUILDING**

None

## **ADJOURNMENT**

The meeting was adjourned at 6:29 pm

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Steven Marx, Secretary  
Board of Library Trustees  
Peoria Public Library