

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
June 17, 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.

Barbara Van Auken introduced new Trustee, Scot Driscoll.

**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, Cecilia Buckner, Margaret Cousin, Scot Driscoll, Kevin Kinne, Roberta Parks, Jacob Roberts, and Barbara Van Auken

**Board Members Absent:** Steven Marx

**Library Staff Present:** Carolyn Conklin, Reference Assistant; Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Jay Johnston, Reference Assistant; and Randall Yelverton, Executive Director

**Others Present:** W.L. Evans

**CORRESPONDENCE**

The Library was thanked by a patron for holding Pride events, especially those that included trans people in the definition of Pride.

**PUBLIC COMMENT**

Mr. Evans shared with the Trustees his observation of Elise Hearn, Lakeview Branch Manager, going above and beyond in her customer service. He thanked the Library for the helpful staff everywhere, but wanted to particularly highlight Hearn's service.

**CONSENT AGENDA**

A. #2025-61: Request to Approve Minutes as listed below:

1. Minutes of the Building Committee meeting of October 22, 2024
2. Minutes of the Regular Board meeting of May 20, 2025

B. #2025-62: Request to Approve Expenditures as listed below:

- |  |              |
|--|--------------|
| 1. Payroll for Period Ending May 24, 2025              | \$145,223.11 |
| 2. Payroll for Period Ending June 7, 2025              | \$144,926.56 |
| 3. Regular Expenditures for June 2025                  | \$256,757.34 |
| 4. Capital Development Fund Expenditures for June 2025 | \$ 43,129.93 |

- C. #2025-63: Request of the Executive Director to Approve Personnel Actions for the period ending June 13, 2025
- D. #2025-64: Request of the Executive Director to Receive and File Finance Reports for the month of May 2025
- E. #2025-65: Request of the Executive Director to Receive and File Library Use Statistics for the month of May 2025

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve Consent Agenda items #2025-61 through #2025-65. Motion passed unanimously.

## **ACTION ITEMS**

### **A. #2025-66: Adopt Revised Photo Rights Policy**

A motion was made by Margaret Cousin, seconded by Cecilia Buckner to approve the Photo Rights Policy as presented. Motion passed unanimously.

### **B. #2025-67: Adopt NEW Photography and Recording Policy**

A motion was made by Roberta Parks, seconded by Jacob Roberts to approve the Photography and Recording Policy as presented. Motion passed unanimously.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **A. Programming Report**

Yelverton highlighted some of the activities that were in Elise Hearn's report to the Board.

### **B. Summer Reading**

Summer Reading registration continues for all ages. The Family Party will be July 16 at the Peoria Riverfront Museum and the Adult Party will be at Main Library on Friday evening, July 18.

### **C. Scot Driscoll Joins the Board**

Driscoll attended new Trustee orientation with Yelverton on Monday, June 16.

### **D. Strategic Planning Update**

The Strategic Planning process is ongoing. A review of the staff feedback was held with the Management Team last month. Interviews and focus groups are also complete. The staff and Board retreats will be held on July 28.

### **E. New Photo Preservation Equipment**

New equipment is being added to the Local History department which will allow patrons to bring their old slides and photos to the Library and preserve them in a digital format.

**F. County Bicentennial Celebration**

The Library ison celebrating the bicentennial features photos of the Library’s history and is on display on the Main Street side of the building. Yelverton thanked Amber Lowry, Laura Fehr and Jenni Davis for their work on this project.

**G. New Additions to Staff**

As Elise Hearn moves from Lakeview to our Programming Department, Mary Anderson, a librarian from Loras College in Dubuque, IA, will join us as the new Lakeview Manager. Anna Gamsby, a Reference Assistant from the Reference Department at Main, will join the IT team to help with the transition to Office 365.

**H. Door Count and Circulation Statistics**

The visitor total for May 2025 was up 1.2% from April 2025. The circulation total for the same period was up 4.4%.

**STAFF COMMUNITY RELATIONS REPORT**

Veronica De Fazio highlighted some of the community events and partnerships that the staff participated in during the month of May.

Roberta Parks complimented the staff on the work they put in on the two naturalization ceremonies, in particular, the new addition of a children’s room with activities and things to keep the children occupied during the long wait.

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

Friends of the Library President, Margaret Cousin, reported that no meeting was held in June. Cousin provided an overview of the Treasurer’s Report and stated how thrilled the Friends were to sponsor the two summer reading parties.

**COMMITTEE REPORTS**

**A. Building Committee**

1. Report from meeting on June 10, 2025 – Margaret Cousin provided an update on the status of the Peacock Chairs and provided an overview of the upcoming building projects that Yelverton shared during the meeting. Yelverton provided an update on the pipe break on the second floor of the Main Library.

**B. Executive Committee – No Report**

**C. Finance Committee**

1. #2025-68 Amend the 2025 Budget

A motion was made by Ruth Bittner, seconded by Roberta Parks to accept the amended 2025 budget as presented. Motion passed unanimously.

**D. Nominating/Appeals Committee**

**1. #2025-69 Election of Officers for 2025-2026**

Committee Chair Margaret Cousin presented the following slate of officers for 2025-2026:

- Ruth Bittner – President
- Steven Marx – Vice-President
- Roberta Parks – Secretary

Cousin asked for any nominations from the floor and none were made. Cousin declared the nominations closed.

A motion was made by Kevin Kinne, seconded by Scot Driscoll to accept the slate of officers as presented. Motion passed unanimously.

E. Personnel/Negotiations Committee – No Report

F. Strategic Planning Committee – No Report

**OTHER BUSINESS**

Van Auken reminded the Trustees that under the new timeline for the Executive Director's performance reviews, the mid-year review should be done in July.

**EXECUTIVE SESSION**

None

**AGENDA BUILDING**

None

**ADJOURNMENT**

The meeting was adjourned at 6:23 pm

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Steven Marx, Secretary  
Board of Library Trustees  
Peoria Public Library