

MINUTES  
REGULAR MEETING  
BOARD OF LIBRARY TRUSTEES  
PEORIA PUBLIC LIBRARY  
May 20, 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 5:32 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, Cecilia Buckner, Margaret Cousin, Kevin Kinne, Roberta Parks, Jacob Roberts, and Barbara Van Auken

**Board Members Absent:** Steven Marx

**Library Staff Present:** Carolyn Conklin, Reference Assistant; Jennifer Davis, Manager of Public Relations; Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Elise Hearn, Programming Manager; Sue Kaufman, Reference Librarian; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director

**Others Present:** Mike McGraw

**CORRESPONDENCE**

Bindu Damodaran, a Reference Assistant from North Branch, was recognized in an email from a patron highlighting what a great job she did facilitating the Word Smitten book club.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

A. #2025-50: Request to Approve Minutes as listed below:

1. Minutes of the Finance Committee meeting of September 5, 2023
2. Minutes of the Finance Committee meeting of November 6, 2024
3. Minutes of the Strategic Planning Committee meeting of January 7, 2025
4. Minutes of the Strategic Planning Committee meeting of February 13, 2025
5. Minutes of the Regular Board meeting of April 15, 2025

B. #2025-51: Request to Approve Expenditures as listed below:

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|---|--------------|
| 1. Payroll for Period Ending April 12, 2025 | \$145,118.58 |
| 2. Payroll for Period Ending April 26, 2025 | \$145,409.35 |

3. Payroll for Period Ending May 10, 2025	\$145,704.05
4. Regular Expenditures for May 2025	\$226,433.09
5. Capital Development Fund Expenditures for May 2025	\$ 8,912.50

- C. #2025-52: Request of the Executive Director to Approve Personnel Actions for the period ending May 16, 2025
- D. #2025-53: Request of the Executive Director to Receive and File Finance Reports for the month of April 2025
- E. #2025-54: Request of the Executive Director to Receive and File Library Use Statistics for the month of April 2025

A motion was made by Margaret Cousin, seconded by Cecilia Buckner to approve Consent Agenda items #2025-50 through #2025-54. Motion passed unanimously.

#### **ACTION ITEMS**

- A. #2025-55: Request to Adopt Resolution to renew participation in the Illinois Non-Resident Card program and to establish a fee of \$159 for the non-resident card for the year beginning July 1, 2025 and ending June 30, 2026**

Yelverton provided background on the Illinois Non-Resident Fee.

A motion was made by Ruth Bittner, seconded by Roberta Parks to approve a fee of \$159 for the non-resident card beginning July 1, 2025.

Discussion was had regarding the two different methods for calculating the non-resident fee provided under 23 Ill. Adm. Code 3050.10. The Board agreed to move forward with this year's fee, but to revisit the two methods at the June 2025 meeting to decide which method to use for 2026-2027.

Motion passed unanimously.

- B. #2025-56: First Reading Revised Photo Rights Policy**

There were no suggested revisions to the policy. The policy will have a second reading at the June Board meeting.

- C. #2025-57: First Reading NEW Photography and Recording Policy**

There were no suggested revisions to the policy. The policy will have a second reading at the June Board meeting.

## **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**

The program runs from June 2 to July 12. Everyone can participate by signing up online or at any of the Library's locations. The annual Family Party will be held at the Riverfront Museum on July 16 and the Adult Party will be held at Main on July 18.

### **C. Strategic Planning Update**

As part of the Strategic Planning process, multiple one-on-one interviews with community members and several focus groups were held. These groups included library patrons, business leaders, those that work with the unhoused and service club members. One additional focus group will be held at the end of the month.

### **D. Strategic Capacity Assessment**

Yelverton thanked everyone who completed the Strategic Capacity Assessment. The data was compiled into a report that was discussed at the Management Team meeting and will be used as part of the basis for future discussions with the Board and the staff.

### **E. Patron Survey**

Over 1000 people participated in the Strategic Planning patron survey. In the information from the nearly 100 print surveys, there were many compliments for the Library's customer service. Yelverton expressed his appreciation to all the staff who are making the Library a welcoming and helpful place for all Peorians.

### **F. County Bicentennial Celebration**

The Library's bison will soon be placed at Main as part of the county's Bicentennial celebration. Multiple organizations have been unveiling these all across the county over the last few weeks. The Library's bison features hundreds of photos of local Peoria history.

### **G. Urban Renewal Exhibit**

Sue Kaufman, Local History Librarian, collaborated with fellow community partners Peoria Historical Society, Central Illinois Landmarks Foundation, George Washington Carver Community Center, Peoria County Genealogical Society, Peoria Opportunities Foundation, the Traveler Weekly, and the Tri-County Regional Planning Commission to present "Place and Displacement: The History of Urban Renewal in Peoria's Southtown." Sue used the 82 volumes of the Library's Ernest Grassel collection to find hundreds of photos of Southtown from the 1960s and 1970s and provided scans of the illustrations for use in the exhibit. The opening of the exhibit was held on April 25 at the Carver Center. Panel discussions on the roots and results of urban renewal were also offered in May. Sue accompanied some of these partners to the April 22 City Council meeting to receive a Council proclamation regarding the exhibit.

#### **H. Rotary Club Presentation**

On May 16, Yelverton gave a presentation to the downtown Rotary Club on Library services and current and future events.

#### **I. Peoria Public Library and OLLI**

Many of the staff contribute to OLLI (The Osher Lifelong Learning Institute) at Bradley University. In the past year, Sarah Couri led a class session on Young Adult literature, Veronica DeFazio presented a session on author Rainbow Rowell, and Yelverton recently led a book discussion on *Lincoln in the Bardo* by George Saunders. Many other staff have presented in the past too and have contributed to this important partnership.

#### **J. Udemy**

Yelverton noted that the Library recently subscribed to the teaching database Udemy. This is a respected resource used for professional training and continuing education across the country. Udemy has over 25,000+ online video courses in areas of business, technology, and personal development across 75+ different categories. Udemy is now available to all Peoria Library patrons for free.

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

The visitor total for April 2025 was down 1.7% from April 2024. The circulation total for the same period was down 1.5%.

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

Friends of the Library President, Margaret Cousin, announced that three months into their membership drive, the Friends are already at 82% renewals. Cousin also noted that the Friends Board moved \$40,000 from their checking account into their Morgan Stanley account and that the Friends will be receiving over \$4000 as part of the Caterpillar 10-1 donation matching program.

### **COMMITTEE REPORTS**

A. **Building Committee** – A meeting will be scheduled for June

B. **Executive Committee** – No Report

#### **C. Finance Committee**

1. Report from meeting on April 29, 2025 – Yelverton provided a quarterly review of the finance report for the Board

D. **Nominating/Appeals Committee** – The committee met on May 20 to develop the slate of officers that will be presented at the June Board meeting.

E. **Personnel/Negotiations Committee** – No Report

#### **F. Strategic Planning Committee**

1. Report from meeting on May 1, 2025 – Roberta Parks reported that the committee reviewed Yelverton's goals for 2025 and the progress on those goals. These will be reviewed quarterly.



**OTHER BUSINESS**

None

**EXECUTIVE SESSION**

None

**AGENDA BUILDING**

None

**ADJOURNMENT**

The meeting was adjourned at 6:16 pm

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Steven Marx, Secretary  
Board of Library Trustees  
Peoria Public Library