

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
October 21, 2025

CALL TO ORDER

Board President Ruth Bittner 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 led the Pledge of Allegiance.

ROLL CALL

Board Members Present: Ruth Bittner, Margaret Cousin, Scot Driscoll, Kevin Kinne, Steven Marx, Roberta Parks, Jacob Roberts, and Barbara Van Auken

Board Members Absent: Cecilia Buckner

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

Others Present: Amanda Standerfer (Fast Forward Libraries, via Zoom)

CORRESPONDENCE

No correspondence was received in the past month.

PUBLIC COMMENT

None

CONSENT AGENDA

A. #2025-107: Request to Approve Minutes as listed below:

1. Minutes of the Personnel/Negotiations Committee meeting of April 24, 2023
2. Minutes of the Personnel/Negotiations Committee meeting of September 23, 2025
3. Minutes of the Regular Board meeting of September 16, 2025

B. #2025-108: Request to Approve Expenditures as listed below:

- | | |
|---|--------------|
| 1. Payroll for Period Ending September 13, 2025 | \$147,352.76 |
| 2. Payroll for Period Ending September 27, 2025 | \$147,891.29 |
| 3. Payroll for Period Ending October 11, 2025 | \$148,288.74 |
| 4. Regular Expenditures for October 2025 | \$474,992.52 |
| 5. Capital Development Fund for October 2025 | \$ 25,670.00 |

- C. #2025-109: Request of the Executive Director to Approve Personnel Actions for the period ending October 17, 2025
- D. #2025-110: Request of the Executive Director to Receive and File Finance Reports for the month of September 2025
- E. #2025-111: Request of the Executive Director to Receive and File Library Use Statistics for the month of September 2025

Barbara Van Auken requested that item #2025-108, #4 Regular Expenditures for October be removed from the consent agenda for discussion.

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve Consent Agenda items #2025-107 through #2025-111, excluding #2025-108, #4 Regular Expenditures for October. Motion passed unanimously.

#2025-108, #4 Regular Expenditures for October

Van Auken voiced a concern that several items are coded as miscellaneous on the list of regular expenditures without any details. Van Auken requested that in the future, miscellaneous items are noted with a brief explanation.

A motion was made by Barbara Van Auken, seconded by Margaret Cousin to approve the Regular Expenditures for October in the amount of \$474,992.52. Motion passed unanimously.

ACTION ITEMS

A. #2025-112 Contract with Unique Management

Yelverton reviewed steps for ending the contract and shared changes that would need to be made to the Circulation Policy if the Library no longer uses a collection agency. The Board will have a first reading of the policy changes at the November meeting.

A motion was made by Barbara Van Auken, seconded by Steven Marx to approve the Library no longer sending patrons to a collection agency when items are not returned. Motion passed unanimously.

B. #2025-113 Strategic Plan 2026-2028

Amanda Standerfer from Fast Forward Libraries walked the Trustees through the proposed Strategic Plan. During the presentation the Trustees had the opportunity to ask questions and provide feedback. Some wording changes as well as additional potential outcomes were discussed.

Standerfer also introduced the Trustees to the two options for the vision and mission statements. The Trustees suggested wording changes for both.

The Trustees agreed to table the Strategic Plan until the November meeting in order to vote on the final wording of the plan. They also agreed that the Management Team may begin moving forward with the implementation phase of the plan at their November 3 meeting with Standerfer.

REPORT OF THE EXECUTIVE DIRECTOR

A. Contract negotiations ongoing

Two contract negotiations meetings have been held between Library Administration and AFSCME-represented employees. Economic and non-economic proposals have been shared.

B. Collection agency update

In order to decrease economic barriers for using the Library, it is recommended that the Library ceases using a collection agency. This keeps with the spirit of moving away from fines for late items instituted several years ago.

C. Name badge update

Library name badges are in the process of being made for all Trustees.

D. Annual Staff Day

The annual Staff Day was held on Monday, October 13. The Strategic Planning Taskforce presented a session on what was accomplished to date strategic planning and what the next steps are. Also included was a day-long session on handling workplace challenges with a positive outlook. This session was selected in response to staff feedback at the Strategic Planning Retreat, specifically in response to requests for improving workplace culture.

E. Longevity awards

Alexa Cary, from the Technical Services department, was recognized for five years with the Library. Marissa Youngman, a Library Assistant from Lakeview, was recognized for ten years, and Teri Miller, the Library Outreach Manager, was recognized for forty years. Teri is retiring at the end of October.

F. Golden Drawer Award

The winner of the Golden Drawer Award this year is Circulation Manager Emily Byron. This award honors dedication, teamwork and excellence in the workplace. Emily's colleagues describe her as kind, approachable, fair and deeply appreciated. Emily's leadership in the Circulation department has pushed the library forward through the updating of process and policy.

G. ILA Annual Conference

Veronica De Fazio, Cindy Wright (Librarian, Reference Dept.) and Yelverton attended the annual Illinois Library Association conference in Rosemont. Both Cindy and Veronica presented at the conference—Cindy on library services for those living with dementia and Veronica on the new edition of Standards for Illinois Public Libraries. Veronica was involved in drafting this new

edition and took lead on the Collection Management and Programming sections.

At the conference, Yelverton attended presentations on artists in residence programs, responding to book challenges and how libraries can create a sense of belonging and the new, interactive Standards for Illinois Public Libraries.

H. Strategic Plan approval

The Trustees reviewed the plan earlier in the meeting and tabled approval to the November meeting.

I. Visitor and circulation numbers

The visitor total for September 2025 was up 1.12% from September 2024. The circulation total for the same period was down 2.23%.

STAFF REPORTS

A. PROGRAMMING REPORT

Veronica De Fazio highlighted a few of the programs in the report.

B. COMMUNITY RELATIONS REPORT

Veronica De Fazio highlighted some of the events in the report.

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

Friends of the Library President, Margaret Cousin, reported on the Peoria Journal Star digitization project. The Friends have submitted two grant applications and five additional asks. To date, \$37,400 has been received for this five-year project. Cousin hopes to have 40% of the second year's funds by the end of November.

COMMITTEE REPORTS

A. Building Committee

Meeting to be planned

B. Executive Committee

Bittner will distribute information for Yelverton's annual evaluation to the Trustees in November. The evaluation will be presented in January.

C. Finance Committee

Yelverton presented the initial proposal for the 2026 budget to the committee. Revenue is coming in higher than projected.

D. Nominating/Appeals Committee – No Report

E. Personnel/Negotiations Committee

The next negotiation meeting is on October 28. A committee meeting will be set following this date.

F. Strategic Planning Committee

Yelverton and Roberta Parks will be getting feedback from the strategic planning working group's non-management staff on October 27.

OTHER BUSINESS

EXECUTIVE SESSION

None

AGENDA BUILDING

ADJOURNMENT

A motion was made by Steven Marx to adjourn, seconded by Barbara Van Auken. Motion passed unanimously.

The meeting was adjourned at 6:27 pm

Roberta Parks, Secretary
Board of Library Trustees
Peoria Public Library