

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
JANUARY 27, 2026

CALL TO ORDER

Board President Ruth Bittner called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:35 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, Cecilia Buckner, Margaret Cousin, Kevin Kinne, and Roberta Parks

Board Members Absent: Scot Driscoll, Steven Marx

Library Staff Present: Emily Byron, Circulation Manager; Sarah Couri, Collection Development Manager; Beth Dutton, Outreach Manager; Pat England, Library Assistant; Rose Farrell, Youth Collection Development Librarian; Elise Hearn, Programming Manager; Jennifer Jacobsen, Technical Services Manager; Karla Wilkinson, Programming Librarian and Randall Yelverton, Executive Director

Others Present: Mike McGraw

A motion was made by Roberta Parks and seconded by Margaret Cousin to allow Barbara Van Auken to participate remotely by phone. The board passed the motion unanimously.

CORRESPONDENCE

Randall Yelverton shared a letter sent to the library complimenting the researchers that Sue Kaufman provided to library visitors.

PUBLIC COMMENT

None

CONSENT AGENDA

- A. #2026-01: Request to Approve Minutes as listed below:
 - 1. Minutes of the Building Committee meeting of June 10, 2025
 - 2. Minutes of the Strategic Planning Committee meeting of November 12, 2025
 - 3. Minutes of the Regular Board meeting of November 18, 2025
 - 4. Minutes of the Special Board meeting of December 8, 2025

- B. #2026-02: Request to Approve Expenditures as listed below:
 - 1. Payroll for Period Ending November 22, 2025 \$145,748.58

2. Payroll for Period Ending December 6, 2025	\$147,555.66
3. Payroll for Period Ending December 20, 2025	\$149,018.41
4. Payroll for Period Ending January 3, 2026	\$156,743.04
5. Regular Expenditures for December 2025	\$222,549.22
6. Capital Development Expenditures for December 2025	\$ 12,290.00
7. Regular Expenditures for January 2026	\$282,031.81
8. Obligated Funds for January 2026	\$565,822.67

- C. #2026-03: Request of the Executive Director to Approve Personnel Actions for the period ending January 16, 2026
- D. #2026-04: Request of the Executive Director to Receive and File Finance Reports for the months of November and December 2025
- E. #2026-05: Request of the Executive Director to Receive and File Library Use Statistics for the months of November and December 2025
- F. #2026-06: Approve Amended 2026 Holiday Schedule

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve Consent Agenda items #2026-01 through #2026-06. Motion passed unanimously.

ACTION ITEMS

A. #2026-07 First Reading: NEW Identity Protection Policy

Barbara Van Auken if the library collected Social Security numbers for library card applications. Randall Yelverton stated the library did not, but the library did collect Social Security numbers for employees.

The board received and filed the new policy and will hold a second reading and vote next month.

B. #2026-08 First Reading: NEW Programming Policy

Randall Yelverton stated that a Programming Policy which gave patrons the right to file a request to challenge a library programming was recommended by the state library. Because of that, he included a procedure and challenge form in this new policy.

The board received and filed the new policy and will hold a second reading and vote next month.

C. #2026-09 FOIA Policy Review

Randall Yelverton stated he was sharing a slight revision to the FOIA policy that he presented in August 2025. This new version has an updated budget for FY2026 and a new number of total employees.

A motion was made by Roberta Parks, seconded by Cecilia Buckner to approve the updated policy. Motion passed unanimously.

D. #2026-10 Approve Memorandum of Understanding (MOU) from Trillium Place

Randall Yelverton stated that Trillium Place would be making referrals to social service agencies on Monday mornings throughout 2026 and that the MOU detailed the expectations for both the library and Trillium Place in this partnership.

A motion was made by Barbara Van Auken, seconded by Roberta Parks to approve the MOU. Motion passed unanimously.

E. #2026-11 Approve Main Library Parking Lot Proposal

Randall Yelverton shared that the library made \$3,400.67 from parking meter fees in 2025. He would like to make parking free later this year, but wanted to make the board was aware since there would be a small revenue loss.

A motion was made by Barbara Van Auken, seconded by Kevin Kinne to approve the parking lot proposal. Motion passed unanimously.

F. #2026-12 Review and Approve Edits to the Lincoln Hall of Fame Document

Randall Yelverton stated that the board created this document in 2016, but that was not a policy. Instead it established the Lincoln Branch Hall of Fame and provided procedures for running the inductions. He removed the word policy in this version. He also shared that sharing this document gave an opportunity to re-familiarize the board with this program.

A motion was made by Barbara Van Auken, seconded by Margaret Cousin to approve the amended document. Motion passed unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

Randall Yelverton shared that given the length of the night's meeting, he would deliver a shortened presentation this month. He welcomed and thanked the board members for agreeing to serve another year on the board. He introduced new Outreach Manager Beth Dutton who then shared some information about her background and library service. Randall also spoke about decreased circulation numbers for the year and how the drop off at the end of the year was due, in part, to Baker & Taylor in the fourth quarter of 2026 which limited the supply of new library materials available to the library.

STAFF REPORTS

A. PROGRAMMING REPORT

Elise Hearn highlighted a few of the programs in the report.

B. COMMUNITY RELATIONS REPORT

Randall Yelverton asked the board to review the reports so they could see all the wonderful things the library had been doing.

C. COLLECTION DEVELOPMENT REPORT

Collection Development Manager Sarah Couri shared highlights from this new report.

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

Friends of the Library President, Margaret Cousin, shared that she met with representatives from Caterpillar to discuss donations for the newspaper digitization project and has a similar meeting scheduled with BioUrja leadership. She also gave a check for approximately \$12,000 check from the Friends to the library recently to help with the cost of this project.

COMMITTEE REPORTS

A. Building Committee

1. Report from the January 7, 2026 meeting

Randall Yelverton shared items from the latest meeting, including an update on plans to relocate the North book drop.

B. Executive Committee

C. Finance Committee

D. Nominating/Appeals Committee

E. Personnel/Negotiations Committee

F. Strategic Planning Committee

1. Report from the January 15, 2026

Roberta Parks spoke about the Executive Director's first quarter goals for 2026.

OTHER BUSINESS

A. Review Illinois Public Library Standards

Randall Yelverton stated that the library was doing well with many of the core standards as shared in the updated Standards, but there were areas where they could improve. He highlighted a few forthcoming projects from the Strategic Plan that would help us meet the Standards like the development of a Library of Things.

B. Introduction to Boardable

Randall Yelverton shared some functions of Boardable and stated that he would be reaching out to board members to hold a boardable training session.

EXECUTIVE SESSION

A motion was made by Kevin Kinne, seconded by Margaret Cousin to move into Executive Session at 6:35 pm for the purpose of closed session recordings review, closed session minutes review and personnel matters. Motion passed unanimously.

RETURN TO REGULAR SESSION

The Board returned to Regular Session at 7:05 pm.

- A. #2026-14: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06).
 - 1. Executive Committee: Executive Session June 11, 2024

A motion was made by Barbara Van Auken, seconded by Kevin Kinne to destroy the recording of the June 11, 2024 Executive Committee meeting. Motion passed unanimously.

- B. #2026-15: 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. Regular Board Meeting: Executive Session February 25, 2025

A motion was made by Roberta Parks, seconded by Margaret Cousin to open the minutes of the February 25, 2025 Executive Session. Motion passed unanimously.

- C. #2025-16: Discussion of Personnel Matters 5ILCS 120/2 (c)(1) – Executive Director Evaluation

A motion was made by Barbara Van Auken, seconded by Cecilia Buckner that the Executive Director's salary be increased to \$144,876 for 2026. Motion passed unanimously.

AGENDA BUILDING

Roberta Parks asked that the Executive Director report on the role of RSA at a future meeting.

ADJOURNMENT

A motion was made by Margaret Cousin, seconded by Roberta Parks to adjourn. Motion passed unanimously.

The meeting was adjourned at 7:08 pm

Roberta Parks, Secretary
Board of Library Trustees
Peoria Public Library