

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
November 18, 2025

CALL TO ORDER

Board President Ruth Bittner called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:31 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 led the Pledge of Allegiance.

ROLL CALL

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

Board Members Absent: None

Library Staff Present: Ginger Adams, AFSME/Library Assistant; Emily Byron, Circulation Manager; Jenni Davis, Marketing Manager; Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Elise Hearn, Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; and Randall Yelverton, Executive Director

Others Present: Frazier Satterly, Hodges Loizzi Eisenhammer Rodick & Kohn; Dominik Ziaja, Bradley University

CORRESPONDENCE

An email thanking the Library for participating in the Haunted Halls event at Pleasant Valley School was shared.

PUBLIC COMMENT

None

CONSENT AGENDA

A. #2025-117: Request to Approve Minutes as listed below:

1. Minutes of the Strategic Planning Committee meeting of August 5, 2025
2. Minutes of the Personnel/Negotiations Committee meeting of October 8, 2025
3. Minutes of the Personnel/Negotiations Committee meeting of October 29, 2025
4. Minutes of the Regular Board meeting of October 21, 2025

B. #2025-118: Request to Approve Expenditures as listed below:

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|-----------------------------------------------|--------------|
| 1. Payroll for Period Ending October 25, 2025 | \$147,881.50 |
| 2. Payroll for Period Ending November 8, 2025 | \$150,891.04 |
| 3. Regular Expenditures for November 2025 | \$227,991.74 |

4. Capital Development Expenditures for November 2025 \$ 7,649.00

- C. #2025-119: Request of the Executive Director to Approve Personnel Actions for the period ending November 14, 2025
- D. #2025-120: Request of the Executive Director to Receive and File Finance Reports for the month of October 2025
- E. #2025-121: Request of the Executive Director to Receive and File Library Use Statistics for the month of October 2025
- F. #2025-122: Establish dates and times for 2026 Regular Board of Library Trustee Meetings
- G. #2025-123: Recommendation from the Administration for the Approval of Holidays and Closings for 2026-27

A motion was made by Barbara Van Auken, seconded by Scot Driscoll to approve Consent Agenda items #2025-117 through #2025-123. Motion passed unanimously.

AGENDA AMENDMENT

A motion was made by Barbara Van Auken, seconded by Margaret Cousin to amend the agenda and move item #2025-130: Executive Session to this point in the meeting. Motion passed unanimously.

EXECUTIVE SESSION

A motion was made by Roberta Parks, seconded by Scot Driscoll to move into Executive Session at 5:37 pm for the purpose of discussing contract negotiations (SILCS 120/2(c)(2)). Motion passed unanimously.

RETURN TO REGULAR SESSION

The Board returned to Regular Session at 6:08 pm.

ACTION ITEMS

A. #2025-124 First Reading: Circulation Policy Update

There weren't any changes made to the policy as presented.

A motion was made by Roberta Parks, seconded by Barbara Van Auken to approve the updated Circulation Policy to reflect the changes as presented. Motion passed unanimously.

B. #2025-125 Strategic Plan

There were no changes made to the Strategic Plan as presented.

A motion was made by Roberta Parks, seconded by Scot Driscoll to approve the Strategic Plan for 2026-2028 as presented. Motion passed unanimously.

Roberta Parks pointed out the implementation guide in the Board packet and stressed the need to share it with the whole staff.

REPORT OF THE EXECUTIVE DIRECTOR

A. Sponsoring Scripps Spelling Bee

The Library will be hosting a Regional Spelling Bee for Scripps, organizers of the Scripps National Spelling Bee, in March. The winner of this regional Bee, which will include school winners from Peoria and the surrounding area, will go on to compete in the National Bee next summer in Washington, DC. The winner will be representing the Library at that event. Jenni Davis will be working with community partners to organize the event and seek out additional sponsors.

B. Digitized Journal Star Collection

A soft launch of the Library's new digitized Journal Star collection has begun. The material is available on the Library's website. A promotional push will occur after the holidays to make the community aware of this fantastic resource.

C. Strategic Plan and Activity Plan

The Management Team met last week with Amanda Standerfer of Fast Forward Libraries to discuss implementation of the new strategic plan and to discuss how to develop projects for the activity plan. The Management Team will have multiple meetings between now and March to develop and select projects for the next three years.

D. Canceling Collection Agency Services

The contract with the Library's collection agency has been cancelled, but will continue to receive services through the end of December in order to comply with the remainder of the contract. Following the end of those services, patrons will not be contacted beyond our normal in-house reminders to return items. Patrons who do not return items, though, will still have their cards blocked until they return or pay for the items on their account.

E. Legislative Breakfast

Randall Yelverton will be attending the Illinois Library Association's annual Legislative Breakfast in Bloomington.

F. Insurance Meeting

Yelverton will also be attending a LIRA meeting in Rolling Meadows at the Gallagher insurance offices to discuss insurance rates for the 2026.

G. Interviewing Job Applicants

Veronica, Randall, and other members of the Management Team have been interviewing candidates for several open positions, many of which opened due to internal promotion.

H. New Outreach Manager

Beth Dutton, currently a Reference Assistant in Main's reference department, is the new Outreach Manager. She will be assuming this new position in mid-January.

I. Visitor and circulation numbers

The visitor total for October 2025 was up .31% from October 2024. The circulation total for the same period was down 3.95%.

STAFF REPORTS

A. PROGRAMMING REPORT

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

Parks complimented the staff on providing activities for children during the naturalization ceremony.

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, thanked Elise Hearn for attending the Friends meetings and for being judicious in the Library's requests for funding. Cousin continues to see out donors to assist with funding the Journal Star digitization project.

COMMITTEE REPORTS

A. Building Committee

A meeting will be planned for January.

B. Executive Committee

C. Finance Committee

1. #2025-126: Amend the 2025 Budget

Yelverton provided an overview of the amended budget.

A motion was made by Steven Marx, seconded by Margaret Cousin to approve the 2025 budget as amended. Motion passed unanimously.

2. #2025-127: Approve the 2026 Budget

Yelverton provided an overview of the 2026 budget.

A motion was made by Barbara Van Auken, seconded by Scot Driscoll to approve the 2026 budget as presented. Jacob Roberts inquired into the possibility of continuing Project Next Generation at the Lincoln Branch should the Federal Funding not come through.

Roll call vote: Ayes – Bittner, Buckner, Cousin, Driscoll, Kinne, Marx, Parks, Roberts, Van Auken Nays – None

3. #2025-128: Adopt Resolution to Continue the Capital Development Fund

A motion was made by Roberta Parks, seconded by Steven Marx to adopt the Resolution to Continue the Capital Development Fund. Motion passed unanimously.

4. #2025-129: Adopt Resolution to Encumber 2025 Funds

A motion was made by Steven Marx, seconded by Cecilia Buckner to adopt the Resolution to Encumber 2025 Funds. Motion passed unanimously.

- D. Nominating/Appeals Committee – No Report
- E. Personnel/Negotiations Committee - No Report
- F. **Strategic Planning Committee**

1. Report from meeting of November 12, 2025

Steven Marx reported that the process is moving from the planning stage into the implementation stage.

2. Review Director's Goals 2025

The update on the Goals are in the packet. Ruth Bittner will send an email regarding the Executive Director's Annual Evaluation. These goals are part of that process.

OTHER BUSINESS

The Personnel/Negotiations Committee will meet on December 8, 2025 at 5:30 pm for the sole purpose of approving or rejecting the new Union contract.

Roberta Parks reminded Trustees that participating in training is part of their duties and that training is available through RAILS and ILA.

AGENDA BUILDING

ADJOURNMENT

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

The meeting was adjourned at 6:47 pm

Roberta Parks, Secretary
Board of Library Trustees
Peoria Public Library

MINUTES
SPECIAL MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
December 8, 2025

CALL TO ORDER

Board President Ruth Bittner called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:30 p.m. This Special meeting was held in the Lower Level 2 Conference Room at Main Library, 107 NE Monroe, Peoria, Illinois.

ROLL CALL

Board Members Present: Ruth Bittner, Cecilia Buckner, Margaret Cousin, Scot Driscoll, Steven Marx, Roberta Parks, and Barbara Van Auken

Board Members Absent: Kevin Kinne, Jacob Roberts

Library Staff Present: Veronica De Fazio, Deputy Director and Randall Yelverton, Executive Director

Others Present: None

ORDER OF BUSINESS

A. Vote on 2026-2028 Collective Bargaining Agreement

A motion was made by Roberta Parks, seconded by Steven Marx to approve the 2026-2028 Collective Bargaining Agreement as presented.

Roll call vote: Ayes – Bittner, Buckner, Cousin, Driscoll, Marx, Parks, Van Auken
Nays – None

EXECUTIVE SESSION

None

OTHER BUSINESS

None

ADJOURNMENT

A motion was made by Steven Marx, seconded by Margaret Cousin to adjourn. Motion passed unanimously. The meeting was adjourned at 5:33 pm.

Roberta Parks, Secretary
Board of Library Trustees
Peoria Public Library