MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
February 21, 2017

CALL TO ORDER
Board Vice President Margaret E. Cousin called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:03 p.m. This regular meeting was held in the Lower Level Two Conference Room of Main Library, 107 Northeast Monroe, Peoria, Illinois.

PLEDGE OF ALLEGIANCE
The Vice President requested that all those who are able to please stand and join her in saying the Pledge of Allegiance.

ROLL CALL
Board Members Present: Stephen M. Buck, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, F. Eugene Rebholz, and Barbara Van Auken
Board Members Absent: Edward J. Barry, Jr. and Debbie M. Ritschel
Library Staff Present: Carolyn Conklin, Reference Assistant; Kris Holden, Finance & Budget Coordinator; Jamie Jones, Manager of McClure Branch; Leann Johnson, Library Director; Roberta Koscielski, Assistant Director; Trisha Noack, Manager of Public Relations; and Jenny Sevier, Manager of Reference Services
Others Present: Hannah Pendell, college student

Margaret Cousin stated that she was delighted to welcome new Board member Tiffanie Duncan and asked Mrs. Duncan to introduce herself.

CORRESPONDENCE TO THE BOARD
Correspondence was passed among Board members. Mrs. Cousin noted that this month’s correspondence includes many compliments to staff members for excellent service, a letter of donation of $3,000 for bicycles from the Illinois Valley Wheelm’n bicycle club for the summer reading program at Lincoln Branch, and notice that Peoria Public Library received a Community Contribution Award from Peoria Public Schools.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2017-14: Request to Approve Minutes as listed below:
   1. Minutes of the Community Relations Committee meeting of January 3, 2017
   2. Minutes of the Regular Board meeting of January 17, 2017
   3. Minutes of the Regular Board meeting Executive Session of January 17, 2017
B. #2017-15: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending January 20, 2017 $ 142,416.31
   2. Payroll for Period Ending February 5, 2017 $ 143,282.94
   3. Regular Expenditures for February 2017 $ 193,706.20
   4. 2016 Obligated Fund Expenditures for February 2017 $ 13,687.56
   5. Capital Development Funds Expenditures for February 2017 $ 1,897.50

C. #2017-16: Request of the Library Director to Approve Personnel Actions for the period ending February 17, 2017

D. #2017-17: Finance Report from the Library Director for the month of January 2017 with Request to Receive and File

E. #2017-18: Library Use Statistics from the Library Director for the month of January 2017 with Request to Receive and File

F. #2017-19: Recommendation from the Administration for the Approval of Holidays and Closings for 2017-2018

Vice President Margaret Cousin asked Board members if they wished to have any of the Consent Agenda items removed for further discussion. Mr. Rebholz requested that items #2017-14 and #2017-17 through #2017-19 be removed from the Consent Agenda for further discussion.

A motion was made by Barbara Van Auken, seconded by Lucy Gulley, to approve Consent Agenda items #2017-15 and #2017-16. Motion carried by viva voce vote.

B. #2017-14: Request to Approve Minutes as listed below:
   1. Minutes of the Community Relations Committee meeting of January 3, 2017
   2. Minutes of the Regular Board meeting of January 17, 2017
   3. Minutes of the Regular Board meeting Executive Session of January 17, 2017

Eugene Rebholz asked when the Personnel Committee would next meet, and Leann Johnson replied that the committee will be scheduled to meet in March. A motion was made by Mr. Rebholz, seconded by Norman Burdick, to approve item #2017-14 as presented. Motion carried by viva voce vote.

D. #2017-17: Finance Report from the Library Director for the month of January 2017 with Request to Receive and File

Mr. Rebholz asked what falls under the “fees” portion of the “Service Charges/Fines/Fees” budget line. Leann responded that these fees include lost and paid items. She will provide more detail on this at the next Board meeting. A motion was made by Mr. Rebholz,
seconded by Barbara Van Auken, to approve item #2017-17 as presented. Motion carried by viva voce vote.

E. #2017-18: Library Use Statistics from the Library Director for the month of January 2017 with Request to Receive and File

Mr. Rebholz asked whether the children’s programs portion of the pie charts on the program report page of the library use statistics includes the middle and high school programs offered for the month. Leann explained what is included and noted that she will provide more clarification on this next month. A motion was made by Mr. Rebholz, seconded by Barbara Van Auken, to approve item #2017-18 as presented. Motion carried by viva voce vote.

F. #2017-19: Recommendation from the Administration for the Approval of Holidays and Closings for 2017-2018

Mr. Rebholz asked about all library locations being closed on the Saturday of Labor Day weekend. Leann replied that the practice of being closed the Saturday and Sunday before the Memorial Day and Labor Day holidays is long-standing and contractual. A motion was made by Mr. Rebholz, seconded by Barbara Van Auken, to approve item #2017-19 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS
None

REPORT OF THE DIRECTOR

A. Upcoming Programming and Exhibits
Leann drew Board members’ attention to the “April Autism Programs at Peoria Public Library” flyer at their place. She noted that in addition to the sensory storytime offered at Lakeview Branch, Reference Assistant Katy Bauml is providing monthly sensory storytimes at four Peoria Public Schools locations. Lakeview Branch manager Elise Hearn has been working on reaching families touched by autism since she applied for and received a “Targeting Autism” grant from the Illinois State Library in 2015.

B. Barbers Love Books
Leann praised the lovely article in the Journal Star about the new “Barbers Love Books” program which is a collaboration between Hines Primary School and Peoria Public Library. A next step for this program is to apply for grant funding to increase the number of participating barber shops.

C. Community Contribution Award
Leann passed around the Community Contribution Award that was presented to Peoria Public Library at the Peoria Public Schools Board of Education meeting on February 6. In accepting this award, Leann and Roberta had the opportunity to share information about our current collaborative projects with the schools.
D. City of Peoria Budget Calendar
Leann noted that the City of Peoria Budget Calendar was included in this month’s Board packet. She added that we will get an idea of the percentages for the 2018 and 2019 budgets in a few months.

E. Other
1. Leann said that a Personnel Committee meeting will be scheduled in March to review The Singer Group management and exempt staff compensation study recommendations.
2. Leann announced that the First United Methodist Church rented the building at Main and Perry. There will be 75 spaces for assigned parking for people who work at this building. Leann emailed all Library staff today to ensure they are aware that they should not park outside our Library parking lot.
3. Leann noted that the Library will offer a program in September commemorating the 75th anniversary of Little Golden Books. There will be exhibits of Little Golden Books in the Wheeler Case at Main Library and the display case at North Branch.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Liaison Margaret Cousin reported on the following items from the February Friends meeting:

- At their annual meeting, the Friends elected its 2017 Board of Directors, consisting of Dave Weiss, Connie Colvin, Dorothy Noirot, Pam Barr, Bill Haycraft, and Margaret Cousin. The annual treasurer’s report was presented, which showed distribution to the Library in 2016 of approximately $27-30,000.
- There were no specific funding requests this month but Leann reviewed the following topics:
  - The Peoria Public Schools Parent University event is being hosted by Peoria Public Library on Thursday, March 16 at Main Library from 5-8:00 p.m. There could be anywhere from 400 to 1,000 parents and children in attendance. The Friendly Finds bookstore will be open during this event.
  - National Library Week this year is April 9 – 15. As a thank-you gesture to PPL patrons, Leann would like to serve coffee and sweet treats. She will have more details and a funding request next month. A mayoral proclamation will be presented during National Library Week as well.
  - An invitation has been received from the East Peoria Fondulac District Library Friends organization for other area Friends groups to meet on February 22 to discuss fundraising and various topics.
- Leann presented the beautifully finished Little Free Library, which is one of three which will be installed in indoor locations around town. Dave Weiss confirmed that the Community Relations Committee will monitor and restock them, and Friends will supply the books.
- 40 to 50% of the red-dot fiction books have been culled, with the goal being to have nothing older than 2007 out on display. The shelves have been greatly cleared. Green-
dot back-filling is underway. Remaining red-dot books will be looked at eventually for possible removal as well.

- There was discussion regarding the upcoming March semi-annual book sale. Setup will be Friday, March 10, and the Library maintenance staff will help. Saturday, March 11 is the 50% off sale, and Monday, March 13 is the $4 bag sale. Boxes of books will be set up in the LL2 Conference Room, as well as in the bookstore, and the bag sale will be held in the auditorium. Sale hours are 12 to 5 p.m. both days.

COMMITTEE REPORTS (alphabetical listing of committee reports follow the agenda)
The Building, Executive, Finance, Nominating/Appeals and Personnel/Negotiations committees did not have a report.

A. Community Relations Committee
   1. Report of the meeting of February 7, 2017
      Committee Vice Chair Norman Burdick reported on the following items:
      - The Digitization Subcommittee is working on fact-finding. There will be a meeting with Marc McClellan of NewsBank in March.
      - The Executive Director of CityLink along with one of their Board members came to Main Library to see the Little Free Library.
      - Five Library staff members participated at the Peoria Public Schools SIP Day on February 1 at Lakeview Branch. Elise Hearn, Katy Bauml, Nena Burbank, and Amanda Doyle talked to middle school and primary school library managers about recommended children’s books for their collections.
      Barbara Van Auken reported that contact has been made with the Peoria Surgical Group regarding a Little Free Library at that location.

   2. #2017-21: Recommendation for Approval of Special Main Library Hours on March 16 for Parent University
      A motion was made by Norman Burdick, seconded by Barbara Van Auken, to approve closing Main Library at 4:00 p.m. on March 16 for the Peoria Public Schools Parent University event. Motion carried by viva voce vote.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
None

AGENDA BUILDING
None
#2017-24: ADJOURNMENT
A motion was made by Barbara Van Auken, seconded by Lucy Gulley, that this meeting be adjourned at 5:44 p.m. Motion carried.

Lucy D. Gulley, Secretary
Board of Library Trustees
Peoria Public Library