CALL TO ORDER
Board President Edward J. Barry, Jr. called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:00 p.m. This Regular meeting was held in the Lower Level 2 Conference Room of Main Library, 107 Northeast Monroe, Peoria, Illinois.

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

ROLL CALL
Board Members Present: Edward J. Barry, Jr., Patricia A. Barton, Stephen M. Buck, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Barbara Van Auken, and Jeanne Williamson
Board Members Absent: None
Library Staff Present: Liza Hickey, Manager of Technical Services; Kris Holden, Finance and Budget Coordinator; Alyce Jackson, Manager of Programming; Leann Johnson, Executive Director; Roberta Koscielski, Deputy Director; and Jenny Sevier, Manager of Reference Services
Others Present: Sid Ruckriegel, Peoria City Council Liaison to the Library Board of Trustees

CORRESPONDENCE TO THE BOARD
Board President Edward Barry passed the correspondence folder among the Board members, noting that it contained several very complimentary items.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

Mr. Barry recognized Sid Ruckriegel, former Library Board member and current City Councilman and Liaison to the Library Board of Trustees.

CONSENT AGENDA
A. #2017-136: Request to Approve Minutes as listed below:
   1. Minutes of the Building Committee meeting of November 16, 2017
   2. Minutes of the Regular Board meeting of November 21, 2017

B. #2017-137: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending November 20, 2017 $ 143,336.26
2. Payroll for Period Ending December 5, 2017 $ 143,096.28
3. Payroll, Pay for Performance, December 5, 2017 $ 39,262.34
4. Regular Expenditures for December 2017 $ 178,171.17
5. Capital Development Fund Expenditure for December 2017 $ 12,832.75

C. #2017-138: Request of the Executive Director to Approve Personnel Actions for the period ending December 15, 2017

D. #2017-139: Finance Report from the Executive Director for the month of November 2017 with Request to Receive and File

E. #2017-140: Library Use Statistics from the Executive Director for the month of November 2017 with Request to Receive and File

Mr. Barry asked Board members if they wished to have any of the Consent Agenda items removed for further discussion. Hearing none, a motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve Consent Agenda items #2017-136 through #2017-140 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. #2017-141: Request from the Administration to Adopt a revised Mileage Reimbursement Policy
Leann noted that the only recommended updates to this policy are changing “Director” to “Executive Director” and “Assistant Director” to “Deputy Director.” A motion was made by Jeanne Williamson, seconded by Pat Barton, to adopt item #2017-141 as presented. Motion carried by viva voce vote.

B. #2017-142: Request from the Administration to Adopt a revised Travel Regulations and Reimbursement Policy
Leann noted that no further changes have been made to this draft revised policy since its first reading last month. A motion was made by Jeanne Williamson, seconded by Pat Barton, to adopt item #2017-142 as presented. Motion carried by viva voce vote.

C. #2017-143: Request from the Administration to Adopt 2018 Peoria Public Library Goals
Leann reminded Board members that she recommends keeping the same goals wording for 2018. A motion was made by Jeanne Williamson, seconded by Barbara Van Auken, to adopt item #2017-143 as presented. Motion carried by viva voce vote.

D. #2017-144: Request for a First Reading Review of a Recommendation from the Administration to Adopt a revised Meeting Room Policy
Leann reported that the revisions to this policy are based on the experience of Alyce Jackson and Karla Wilkinson as they work with the public. Leann reviewed the draft revisions and clarifications as listed in the agenda report. She added that the meeting room application forms are also in the process of being revised. A motion was made by Norm Burdick,
seconded by Pat Barton, to approve the first reading review of item #2017-144 as presented and place it on the agenda for the January Regular Board meeting. Motion carried by viva voce vote.

E. #2017-147: Recommendation from the Administration to Adopt a Policy Prohibiting Sexual Harassment
Leann informed Board members that it is required by the State to adopt a policy prohibiting sexual harassment by January 15, 2018. The proposed policy wording is recommended by the Illinois Municipal League. Administration will review this policy against the zero tolerance policy contained in our Employee Policy Manual. A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to adopt item #2017-147 as presented. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR
1. Upcoming Programming and Exhibits
Leann drew Board members’ attention to the bookmark at their places which lists the monthly Music in the McKenzie programs for 2018. She added that upcoming events include the Winter Reading Club coordinated by Jamie Jones, Manager of McClure Branch, and programs related to the Illinois Bicentennial.

2. eTransparency Survey – League of Women Voters
Leann reminded Board members that the League of Women Voters had reviewed the Library website when it was frozen for upgrading a few months ago. She reviewed a few items that will be added to the website, such as how to get a hard copy of the board packet and how to make public comments at a Regular meeting of the Library Board.

3. Other
None

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin reported on the following items from the December Friends Board meeting. More detail was provided in her report that was distributed to Board members.

- The Friends are taking to heart the feedback they have received to use social media and advertising. After thirty days of increased social media and advertising presence, these changes are bearing fruit.
- Timing of the March semi-annual half-price book sale is being looked at so there isn’t competition with other traditional community activities like last year. A Friday-Saturday schedule will be tried, as opposed to the Saturday-Monday combination.
- The Library very generously donated creative development, paper, and print time to make elegant Friends gift certificates for Common Place recipients as various levels of literacy are achieved. Roberta sits on that Board and was instrumental in this collaboration.
As Councilman Sid Ruckriegel departed the meeting, he thanked everyone for the work they do all year long. Mr. Barry thanked Leann and Mr. Ruckriegel and the staff for the work toward obtaining funding for the Main Library HVAC project.

**COMMITTEE REPORTS** (alphabetical listing of committee reports follow the agenda)

The Executive and Nominating/Appeals committees did not have a report.

A. Building/Long-Range Planning Committee

1. Report of the meeting of December 14, 2017

   Committee Chair Margaret Cousin reported that the December 5th prairie burn was cancelled due to predicted high winds, but it was rescheduled and was carried out today.

   Margaret further reported that the shingles on the roof of our beloved Carnegie library need to be replaced due to age, as well as the aluminum perimeter walk-way, which has been allowing water to seep underneath. Questions to be answered include whether there are original slate shingles underneath, whether we would need to get a Certificate of Appropriateness from the Historic Preservation Commission or if permission could be given administratively, and whether we would go to a 50-year guaranteed shingle. Jay expects this project will exceed $25,000.

   Regarding the upgrade to the Administration offices, Jay has put together the numbers for the much-needed facelift to the third floor Admin offices space as well as Roberta’s office, in keeping with the work already done in the Executive Director’s office. A ballpark $6,350 amount includes drywall, carpet, paint, baseboards, countertop if needed, and other miscellaneous materials, and the dollars are scheduled to come from the Capital Development Fund in 2018. All labor will be done in-house, and a third person could work from the renovated space if so desired, as has been the case in the past.

2. #2017-148: Recommendation to Authorize the Building Committee to Solicit Qualifications for Engineering Services

   Margaret Cousin reminded Board members that the City Council approved $1.5 million in its 2018-2019 biennial budget for Main Library’s HVAC project. An additional amount of $250,000 for the Lakeview Branch HVAC project will come from the Library’s own Capital Development Fund. A motion was made by Barbara Van Auken, seconded by Pat Barton, to approve item #2017-148 to authorize the Building Committee to solicit qualifications for engineering services as presented. Motion carried by viva voce vote.

B. Community Relations Committee

   Committee Chair Barbara Van Auken reported that the December meeting had been cancelled. She asked committee members to let Trisha Noack know if any agenda items need to be added or removed from the agenda before each meeting. Also, each committee member should let Trisha Noack know if they plan to attend the meeting.
D. Finance Committee

1. #2017-145: Adopt Resolution to Continue the Capital Development Fund
Leann read the following resolution: “That the Peoria Public Library continue the Capital Development Fund pursuant to 75 Illinois Compiled Statutes 5/5-8, and that this fund, accumulated from unexpended balances at the end of the fiscal year, is to be spent to acquire land for future main or branch libraries, for further parking at the Main Library, to build new and/or expanded existing main or branch libraries, for the rental of buildings, for planned or emergency repairs, and the purchase of equipment. Such plan subsequently may be amended as circumstances may require.” A motion was made by Barbara Van Auken, seconded by Pat Barton, to adopt resolution #2017-145 to continue the Capital Development Fund as presented. Motion carried by viva voce vote.

2. #2017-146: Adopt Resolution to Encumber 2017 Funds
Leann read the following resolution: “There is hereby created an encumbrance upon the 2017 budget and income of the Peoria Public Library in a sum of money equal in amount to the total of Library Equipment or Services authorized for purchase and ordered by the Peoria Public Library on or before December 31, 2017 to the extent that such items have not been delivered and billed to the Peoria Public Library before said date. The amount of money so encumbered shall be transferred to a separate encumbered budget of the Peoria Public Library’s general funds account for the fiscal year 2018, and payment for such undelivered and unfilled items shall be made from encumbered funds in 2018 and upon receipt of delivery of such items and the billing therefrom.” A motion was made by Barbara Van Auken, seconded by Pat Barton, to adopt resolution #2017-146 to encumber 2017 funds as presented. Motion carried by viva voce vote.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
A motion was made by Jeanne Williamson, seconded by Pat Barton, to move into Executive Session at 5:37 p.m. for the purpose of discussing personnel matters (5ILCS 120/2(c)(1)); authorizing the destruction of lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93 0523 (2.06) effective January 1, 2004; and reviewing and discussing 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)). Motion carried by viva voce vote.

RETURN FROM EXECUTIVE SESSION
The Board returned to Regular Session at 5:57 p.m. and the following actions were taken.
A. #2017-150: Authorize destroying lawfully recorded audio tapes of closed meetings in accordance with the Illinois State Law Public Act 93-0523 (2.06) effective January 1, 2004 (5ILCS 120/2(c)(21))
   A motion was made by Stephen Buck, seconded by Barbara Van Auken, to destroy the tapes of all six meetings noted on the Executive Session agenda of December 19, 2017. Motion carried by viva voce vote.

B. #2017-151: Review and discuss minutes of lawfully closed meetings and determine if they should be open to the public under the Open Meetings Act (5ILCS 120/2(c)(21))
   A motion was made by Stephen Buck, seconded by Barbara Van Auken, to open the minutes of the Regular Board Meeting Executive Session of June 20, 2017 and to keep closed the minutes of the Personnel/Negotiations Committee Meeting Executive Session of October 4, 2017. Motion carried by viva voce vote.

AGENDA BUILDING
None

#2017-153: ADJOURNMENT
A motion was made by Stephen Buck, seconded by Lucy Gulley, that this meeting be adjourned at 5:58 p.m. Motion carried.

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