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 5:01 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., Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, Barbara Van Auken, and Jeanne Williamson
Board Members Absent: Patricia A. Barton and Stephen M. Buck
Library Staff Present: Chris Farris, Reference Services; Liza Hickey, Manager of Technical Services; Kris Holden, Finance and Budget Coordinator; Alyce Jackson, Manager of Programming; Leann Johnson, Executive Director; Roberta Koscinski, Deputy Director; Trisha Noack, Manager of Public Relations; and Jenny Sevier, Manager of Reference Services
Others Present: Sid Ruckriegel, City Council Liaison

Board President Edward J. Barry, Jr. thanked Mr. Ruckriegel for attending this meeting.

CORRESPONDENCE TO THE BOARD
Board President Edward J. Barry, Jr. passed the correspondence folder among the Board members, noting the several nice items contained in it.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2018-23: Request to Approve Minutes as listed below:
   1. Minutes of the Building Committee meeting of July 14, 2016
   2. Minutes of the Building Committee meeting Executive Session of November 16, 2017
   3. Minutes of the Personnel/Negotiations Committee meeting of January 23, 2018
   4. Minutes of the Personnel/Negotiations Committee meeting Executive Session of January 23, 2018
   5. Minutes of the Personnel/Negotiations Committee meeting of January 25, 2018
6. Minutes of the Personnel/Negotiations Committee meeting Executive Session of January 25, 2018
7. Minutes of the Community Relations Committee meeting of February 6, 2018
8. Minutes of the Building Committee meeting of February 15, 2018
9. Minutes of the Building Committee meeting Executive Session of February 15, 2018
10. Minutes of the Regular Board meeting of February 20, 2018

B. #2018-24: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending February 20, 2018    $   145,713.68
   2. Payroll for Period Ending March 5, 2018    $   145,102.09
   3. Regular Expenditures for March 2018    $   187,257.23
   4. 2017 Obligated Funds for March 2018    $          198.60

C. #2018-25: Request of the Executive Director to Approve Personnel Actions for the period ending March 16, 2018

D. #2018-26: Finance Report from the Executive Director for the month of February 2018 with Request to Receive and File

E. #2018-27: Library Use Statistics from the Executive Director for the month of February 2018 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 #2018-23 through #2018-27 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. #2018-18: Recommendation from the Administration to Adopt a revised Sexual Harassment Policy
   Leann reminded Board members that this policy will replace the one in the current Employee Policy Manual. She added that no changes have been made to this draft revision since it was presented at the February Board meeting. Once approved, updated copies of the Employee Policy Manual will be distributed to all staff members with the revised sexual harassment policy included. A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to adopt the revised Sexual Harassment Policy as presented. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR
1. Upcoming Programming and Exhibits
   Leann reported that the “Seeking Light: Shedding Light” exhibit is currently in the Gallery through the March 29. She added that the Congressional Art Show will follow in April with a visit by Congressman Darin LaHood on April 23 from 3:00 to 5:00. She encouraged all Board members to attend as Congressman LaHood is always supportive of the Library. The
May exhibit will be the annual Rennick Art Show and the June exhibit will be artifacts owned by Peoria Historical Society. Leann also highlighted the Film Noir series hosted by Steve Tarter, the Peoria Reads 2018 Station Eleven events, Music in the McKenzie, and the next Peoria Speaks discussion on April 12 in collaboration with the Journal Star.

2. Sexual Harassment Training
Leann reported that all staff members went through sexual harassment training this month. The new Employee Policy Manual containing the revised policy will be printed and distributed to all staff.

3. Other
Leann announced that Roberta Koscielski was selected as one of the Library Journal Movers & Shakers for 2018. Each year, Library Journal selects fifty emerging leaders from across the country and the work of each of them is profiled in the March 15 issue of Library Journal. A motion was made by Margaret Cousin, seconded by Tiffanie Duncan, to congratulate Roberta on this honor for the terrific work and especially the community nature of it. Motion carried by viva voce vote. Leann invited everyone to stay after this meeting to enjoy Trefzger’s cake and delicious beverages.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin reported on the following items from the March Friends Board meeting. More detail was provided in her report that was distributed to Board members.
- There were two new funding requests this month from Alyce, both relating to the Summer Reading Program: (1) $5,351 for prizes – keytag flashlights, color-changing cups, magnetic bookmarks, and Pacific-grip ink pens, all of which will supplement leftover prizes from previous summers; and (2) $3,600 for rental of Peoria Riverfront Museum space for the party, including the giant screen theater.
- The annual book sale brought in $1,556 in revenue. There were capacity crowds on Saturday especially – the $3 bag sale day – and the aisles in the book sale area were often impassable. In fact, people had to stand in line to get in!
- Lisa Fisher from Boys & Girls Clubs of Greater Peoria has asked if Friends could donate more books for their Little Free Library.
- A decision was made to no longer operate a retail component in the Friends Main Library book sale area, so all remaining items, i.e. T-shirts, magnets, bookends, mugs, etc., will be given to Alyce for use in her programs.

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

A. Building/Long-Range Planning Committee
1. Report of the meeting of March 15, 2018
   Committee Chair Margaret Cousin reported that the committee viewed samples of fabric that could be used for the upholstery of two worn parent/child chairs at Lakeview Branch.
The committee approved the selection of a traditionally-patterned, attractive and resilient Douglass fabric for the two chairs at a cost of $750 per chair plus the cost of the fabric. In response to a question about lighting at the back door of Main Library, Leann reported to the committee that there are switches inside the back door which will turn on lights outside that entrance. Margaret reported that there is concern regarding the cigarette butts and litter that accumulate along the sidewalk, parking lot, and front entrance at Main Library on Sundays. The possibility of having Main Library declared a smoke-free property is being investigated and Leann will continue to find ways to address the problem. The freshness of the air inside Main Library will continue to be monitored and products which help eliminate odors are also being considered.

2. #2018-29: Recommendation from the Building Committee to Approve the Contract with apaceDesign for HVAC Design Services
Margaret reported that Leann and Ed had met with a representative from apaceDesign to review their draft engineering design contract. There were some points for follow-up and a proposed fee of $191,500 is on the table, which is within the normal range for a Quality Based Selection project. A motion was made by Norm Burdick, seconded by Tiffanie Duncan, to approve the contract with apaceDesign for HVAC services as presented. Motion carried by viva voce vote.

3. #2018-30: Recommendation from the Building Committee to Approve the McClure Lift Project
Margaret reported that during the 2017 inspection of the handicap-accessible lift, Jay was told the life would no longer pass inspection due to a gap that exists on the landing of the top floor when the lift begins its descent. Three companies submitted quotes to eliminate this issue. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve the Aupperle contract of $6,672 to bring the lift at McClure Branch into safety and handicap-accessible compliance. Motion carried by viva voce vote.

B. Community Relations Committee
1. Report of the meeting of March 6, 2018
Committee Chair Barbara Van Auken reported that the committee had a robust discussion of the Central Illinois Landmarks Foundation documents housed at Main Library. She found a book, which Leann ordered, on local history archives. Barbara reviewed it and noted that it really answered a lot of questions she had. Tim Hartneck is reading the book now. At the next committee meeting, certain sections of the book will be reviewed.

2. #2018-31: Recommendation regarding Downtown Development SSA Request
Barbara reported that a Downtown Development Corporation is interested in sections of downtown Peoria having cleaning, planting, and other services done regularly. She added that these Special Service Areas are very effective. This SSA request is going to City Council next week for consideration. Council Liaison Sid Ruckriegel added that a board will oversee the project and Mr. Barry noted that it will mostly be paid for by the City of Peoria and Peoria County. A motion was made by Margaret Cousin, seconded by
Jeanne Williamson, to approve the recommendation of the Community Relations Committee to join in supporting the proposed Downtown Development SSA at a cost of $1,000 per year for five years. Motion carried by viva voce vote.

3. #2018-32; Recommendation from the Community Relations Committee to Approve the Expenditure of $125,119 from the Gifts & Memorials Fund for Phase 1 of the digitized Peoria Journal Star
   Barbara Van Auken recommended that this item be deferred at the request of Digitization Subcommittee Chair Norm Burdick and Leann Johnson. A motion was made by Margaret Cousin, seconded by Norm Burdick, to defer item #2018-32 as recommended. Motion carried by viva voce vote.

F. Personnel/Negotiations Committee
   Committee Chair Jeanne Williamson reported that she has been in contact with John Keister regarding the search process for the Executive Director. She said the acceptance of applications closed last Friday and he does have applicants for the position. He is now doing soft recruiting and Jeanne hopes to hear from him in the near future.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
None

AGENDA BUILDING
None

#2018-22: ADJOURNMENT
A motion was made by Barbara Van Auken, seconded by Margaret Cousin, that this meeting be adjourned at 5:36 p.m. Motion carried.

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