CALL TO ORDER
Board President Jeanne Williamson called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:10 p.m. This Regular meeting was held in the McKenzie Room of North Branch, 3001 West Grand Parkway, Peoria, Illinois.

PLEDGE OF ALLEGIANCE
The 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: Patricia A. Barton, Norman H. Burdick, Margaret E. Cousin, Lucy D. Gulley, Barbara Van Auken (entered at 5:35 p.m.), and Jeanne Williamson
Board Members Absent: Stephen M. Buck, Tiffanie S. Duncan, and Dr. Shiraz Khaiser
Library Staff Present: Roberta Koscielski, Deputy Director; Teri Miller, Manager of Outreach Services; and Randall Yelverton, Executive Director
Others Present: None

CORRESPONDENCE TO THE BOARD
Board President Jeanne Williamson passed the correspondence folder among the Board members, noting three very nice recognitions of Library staff.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2018-131: Request to Approve Minutes as listed below:
   1. Minutes of the Community Relations Committee meeting of November 6, 2018
   2. Minutes of the Regular Board meeting of November 20, 2018

B. #2018-132: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending November 20, 2018        $ 143,644.13
   2. Payroll for Period Ending December 5, 2018         $ 143,377.61
   3. Payroll, Pay for Performance December 5, 2018      $ 38,725.77
   4. City’s CIP Bond Expenditure (HVAC Project)         $ 339,702.30
   5. Regular Expenditures for December 2018            $ 213,018.19
C. #2018-133: Request of the Executive Director to Approve Personnel Actions for the period ending December 14, 2018

D. #2018-134: Finance Report from the Executive Director for the month of November 2018 with Request to Receive and File

E. #2018-135: Library Use Statistics from the Executive Director for the month of November 2018 with Request to Receive and File

Mrs. Williamson asked Board members if they wished to have any Consent Agenda items removed for further discussion. Hearing none, a motion was made by Pat Barton, seconded by Margaret Cousin, to approve Consent Agenda items #2018-131 through #2018-135 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

A. Agenda Reports

1. #2018-136: Recommendation from the Administration to Adopt an Exam Proctoring Policy
   Randall Yelverton noted that the agenda memo includes an overview of what others charge for proctoring exams. He added that our proctoring fees can be revisited if there is an uptick in requests. He said that this policy will be helpful at all of our locations. A motion was made by Margaret Cousin, seconded by Pat Barton, to adopt the Exam Proctoring Policy as presented. Motion carried by viva voce vote.

2. #2018-137: Recommendation from the Administration to Adopt a Revised Circulation Policy Manual
   Randall Yelverton noted that this recommendation is unchanged from last month’s first reading. A motion was made by Margaret Cousin, seconded by Norm Burdick, to adopt the revised Circulation Policy Manual as presented. Motion carried by viva voce vote.

3. #2018-138: Recommendation from the Administration to Adopt 2019 Peoria Public Library Goals
   Randall Yelverton reported that Administration has begun working with staff on setting individual goals which support these proposed goals. A motion was made by Norm Burdick, seconded by Margaret Cousin, to adopt 2019 Peoria Public Library goals as presented.

REPORT OF THE EXECUTIVE DIRECTOR

A. Upcoming Programming and Exhibits
   Randall Yelverton drew Board members’ attention to the monthly programming report in their packet. He reported that the recent Still Shine concert at North Branch attracted over 100 people.
B. Staff Goals for 2019
Randall Yelverton reiterated that Administration is speaking to staff about formulating goals in support of the 2019 Peoria Public Library goals.

C. Align Peoria
Randall Yelverton reported that he attended the Align Peoria meeting earlier this month and they are close to getting Peoria Public Schools to use Peoria Public Library’s summer reading program to keep students in grades K through 3 reading over the summer. This should increase participation in our summer reading program which is free for all ages. Peoria Public Schools is working toward every child reading at grade level by third grade. Margaret Cousin added that the Friends of Peoria Public Library is willing to donate children’s books to summer reading participants in grades K through 3 from Peoria Public Schools.

D. HVAC Update
Randall reported that the project is on track and the work causing the Library to be closed today and tomorrow should be completed by 3:00 or 4:00 p.m. tomorrow so that Main Library (and all other locations) can reopen for regular service hours on Thursday. There is still some remaining work to be completed behind the scenes in non-public areas.

E. Other
Randall reported that he and Roberta have completed interviews of candidates for the position of Manager of North Branch. He expects to have a decision by Friday. He thanked Teri Miller for smoothly taking on the position of Interim Manager of North Branch along with continuing her duties as Manager of Outreach Services.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin reported that the Friendly Finds Bookstore at Main Library will be closed December 24 and reopen on January 2. She noted that she received good feedback from Trisha Noack regarding the revised Friends brochure. Randall and Margaret will walk through McClure Branch with Branch Manager Jamie Jones to find a permanent location for a selection of book sale items at the branch.

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

B. Community Relations Committee
1. Report of the meeting of December 4, 2018
Norm Burdick reported that Alyce Jackson and the staff members working on the Storywalk project presented financial information and were then requested to come up with a fundraising plan. Regarding the upcoming completion of the HVAC project, it was suggested that the Mayor and City Council be inviting to walk through the non-public areas and see the new equipment. Since 2019 will be the Year of Invention at
Peoria Riverfront Museum, it was suggested that a program to celebrate the publication of *Peoria 5* and highlight the previous titles in the series be held at Main Library.

2. #2018-141: Recommendation from the Community Relations Committee to Adopt a Smoke and Tobacco Free Property Policy
   A motion was made by Margaret Cousin, seconded by Pat Barton, to adopt the Smoke and Tobacco Free Property Policy as presented. Motion carried by viva voce vote.

D. Finance Committee
   1. #2018-139: Adopt Resolution to Continue the Capital Development Fund
      A motion was made by Margaret Cousin, seconded by Pat Barton, to adopt resolution #2018-139 to continue the Capital Development Fund as presented. Motion carried by viva voce vote.

   2. #2018-140: Adopt Resolution to Encumber 2018 Funds
      A motion was made by Lucy Gulley, seconded by Margaret Cousin, to adopt resolution #2018-140 to encumber 2018 funds as presented. Motion carried by viva voce vote.

F. Personnel/Negotiations Committee
   1. Report of the meeting of November 27, 2018
      Jeanne Williamson reported that the committee is working on the tool for the evaluation of the Executive Director. Randall’s 2019 goals have been inserted into this document which will be presented for approval at the January Board meeting.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
Margaret Cousin reported that the last box of books for 2018 has been mailed to Jwaneng. Norm Burdick reported that he has been pleasantly surprised that people are bringing books to restock the Little Free Library at CityLink. Pat Barton added that this is happening at the Little Free Library at Peoria Riverfront Museum as well. Jeanne Williamson said she is thrilled with this program. Pat Barton said that word needs to be spread about the Peoria Speaks monthly programs.

EXECUTIVE SESSION
President Jeanne Williamson stated that the Board can vote on the following items without moving into Executive Session.

A. #2018-143: 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
   1. Annual Meeting: Executive Session January 17, 2017
      a. Discussion for the purpose of discussing probable or imminent litigation (5ILCS 120/2(c)(11))
   2. Executive Committee: Executive Session April 10, 2017
Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))

Personnel/Negotiations Committee: Executive Session April 13, 2017
a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))

Regular Board Meeting: Executive Session April 18, 2017
a. Discussion for the purpose of discussing personnel matters (5ILCS 120/2(c)(1))

Regular Board Meeting: Executive Session June 20, 2017
a. 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
b. 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))

A motion was made by Norm Burdick, seconded by Lucy Gulley, to destroy the recordings of the five closed meetings as presented. Motion carried by viva voce vote.

Beginning with the July 17, 2018 meeting:

B. #2018-144: 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 July 17, 2018
   a. 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
   b. 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))

A motion was made by Norm Burdick, seconded by Barbara Van Auken, to open the minutes of the Regular Board meeting Executive Session of July 17, 2018. Motion carried by viva voce vote.

AGENDA BUILDING
Barbara Van Auken suggested that there should be signage to direct people to North Branch. Margaret Cousin, as Chair of the Building/Long-Range Planning Committee, said she would contact Ryan Spain via Linda Daley about this issue.

#2018-146: ADJOURNMENT
A motion was made by Barbara Van Auken, seconded by Pat Barton, that this meeting be adjourned at 5:45 p.m. Motion carried.

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Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library