MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
July 17, 2018

CALL TO ORDER
Board President Jeanne Williamson 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 her in saying the Pledge of Allegiance.

ROLL CALL
Board Members Present: Patricia A. Barton, Stephen M. Buck, Norman H. Burdick, Margaret E. Cousin, Lucy D. Gulley, and Jeanne Williamson
Board Members Absent: Edward J. Barry, Jr., Tiffanie S. Duncan, and Barbara Van Auken
Library Staff Present: Michelle Decker, Administrative Assistant; Liza Hickey, Manager of Technical Services and Digitization; Kris Holden, Finance and Budget Coordinator; Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; Trisha Noack, Manager of Public Relations; Jenny Sevier, Manager of Reference 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 that it included a Peoria Public Schools web article about summer Bookmobile visits, a thank you for local history/genealogy reference assistance, and a Journal Star article announcing the new Peoria Public Library Executive Director.

Board President Jeanne Williamson welcomed Randall Yelverton and said she is looking forward to his leadership.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2018-73: Request to Approve Minutes as listed below:
   1. Minutes of the Building Committee meeting Executive Session of December 14, 2017
   2. Minutes of the Nominating Committee meeting of June 18, 2018
   3. Minutes of the Regular Board meeting of June 19, 2018
B. #2018-74: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending June 20, 2018  $ 146,599.38
   2. Payroll for Period Ending July 5, 2018    $ 159,704.01
   3. Regular Expenditures for July 2018     $ 194,120.45
   4. Capital Development Fund Expenditures for July 2018  $ 64,848.26

C. #2018-75: Request of the Executive Director to Approve Personnel Actions for the period ending July 13, 2018

D. #2018-76: Finance Report from the Executive Director for the month of July 2018 with Request to Receive and File

E. #2018-77: Library Use Statistics from the Executive Director for the month of July 2018 with Request to Receive and File

F. #2018-78: Request to Affirm Board Committee Assignments

   Mrs. Williamson removed item #2018-78 from the agenda. She asked Board members if they wished to have any other 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 #2018-73 through #2018-77 as presented. Motion carried by viva voce vote.

F. #2018-78: Request to Affirm Board Committee Assignments

   Jeanne Williamson noted that Pat Barton should be added to the Community Relations Committee on the Committee Assignments list. A motion was made by Margaret Cousin, seconded by Norm Burdick, to affirm the Board Committee Assignments as revised. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. Agenda Reports
      Randall Yelverton noted that this review is required to be eligible for Per Capita grant funding. He asked Board members for questions about Chapter 8 of Standards for Illinois Public Libraries as well as Chapters 6 through 10 of Trustee Facts File and added that the Management Team also reviewed Chapter 8 of Standards for Illinois Public Libraries. A motion was made by Stephen Buck, seconded by Lucy Gulley, that the Library Board reviewed Chapter 8 “Public Services: Reference and Reader’s Advisory Services” of Standards for Illinois Public Libraries and Chapters 6 through 10 of Trustee Facts File. Motion carried by viva voce vote.
REPORT OF THE EXECUTIVE DIRECTOR

A. Upcoming Programming and Exhibits
   Randall Yelverton reminded Board members of the following events:
   • CIAO Artists’ exhibit in the Gallery in July
   • Lincoln Branch Bike Giveaway on Friday, July 20 at 10:00 a.m.
   • Summer Reading Party at Peoria Riverfront Museum on Tuesday, July 24 at 6:00 p.m.
   Randall informed Board members that there will be a program on Wednesday, October 3 at 6:00 p.m. at North Branch presented by Thor Hanson, author of *Buzz: The Nature and Necessity of Bees*. This program is thanks to Ed Barry, who knows Dr. Hanson personally. Jeanne Williamson stated that this is an author of great notoriety and we are fortunate to have an underwriter for the full expense of the program. She encouraged everyone to attend. Alyce Jackson added that copies of his book will be for sale with a percent of proceeds going to the Friends of Peoria Public Library.

B. Summer Reading Program Update
   Randall reported that at the end of Week 6 there are 3,048 participants signed up for the program. The program is now in Week 7, the final week.

C. Helping Communities Come Together Award
   Roberta reported that Peoria Public Library was selected as the winner of The Singer Group Helping Communities Come Together Award “for its courageous and creative response to the opioid crisis.” The plaque and a check for $1,000 were presented at an awards breakfast at the recent American Library Association conference in New Orleans. Managers Liza Hickey and Anna Hutson were present to accept the award.

D. 2018 BUILD Grant Letter of Support
   Randall noted that the letter of support for this grant application, signed by Jeanne Williamson and himself, is included in the Board members’ packet.

E. Progress Report on 2018 Peoria Public Library Goals
   Roberta asked Board members for any questions about this report. She also read a brief email from Lincoln Branch Manager Cynthia Smith, who wrote that Board member Tiffanie Duncan and her husband Officer Duncan donated 13 bikes and plan to donate two more. Cynthia added that presently they have 72 bikes in the building at Lincoln Branch compared to last year’s total of 64 bikes.

F. Other
   Randall said that he is honored to be selected as the new Executive Director. He is currently reading policies and getting up to speed on the HVAC project. He is planning to work with staff to make things even better and with the Board to provide resources for all Peorians. He noted that bids for the HVAC project are due on July 30 and a tentative July 31 date has been set for a Building Committee meeting. A Special Board meeting will be planned soon after.
REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin noted that Randall attended his first Friends Board meeting and said he is thrilled by the Friends support of the Library.
She also reported on the following items:
- The volunteer moving Friends inventory online through Amazon and eBay is generating very respectable revenue to offset the downturn in over-the-counter sales: $86 for Friends in May, $126 in June, and $150 through the first week of July alone. This represents a significant uptick in potential revenue for the Friends, possibly leading to an annual total back to their 2015 income.
- National Friends Week is in October each year. Friends of Peoria Public Library hasn’t as yet formally participated in this but will begin to plan for next year.
- It was suggested that Friends sponsor a special person or program in conjunction with its Annual Meeting like in some previous years, which might generate more members and more volunteers.

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

Jeanne Williamson announced that a reception for Randall is being planned by Barbara Van Auken, Tiffanie Duncan, Lucy Gulley, and Trisha Noack. It will be held on Thursday, September 20 at Main Library from 5:00 to 6:30 p.m.

Jeanne Williamson also mentioned that committee meetings, other than the Finance Committee, should be scheduled, if possible, on Tuesday evenings at 5:00 p.m. The Finance Committee meets, when needed, on the Monday before the Board meeting at 5:00 p.m.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
A motion was made by Lucy Gulley, seconded by Stephen Buck, to move into Executive Session at 5:25 p.m. for the purpose of 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 5:32 p.m. and the following actions were taken.
A. #2018-81: 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 Norm Burdick, seconded by Stephen Buck, to destroy the tapes of the following meetings:
   • Regular Board Meeting: Executive Session November 15, 2016
   • Regular Board Meeting: Executive Session December 20, 2016
   Motion carried by viva voce vote.

B. #2018-82: 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 Norm Burdick, seconded by Lucy Gulley, to open the minutes of the following meetings:
   • Regular Board Meeting: Executive Session October 17, 2017
   • Regular Board Meeting: Executive Session December 19, 2017
   • Personnel/Negotiations Committee Meeting: Executive Session January 2, 2018
   • Personnel/Negotiations Committee Meeting: Executive Session January 23, 2018
   • Personnel/Negotiations Committee Meeting: Executive Session January 25, 2018
   • Regular Board Meeting: Executive Session April 17, 2018
   and to keep closed the minutes of the following meetings:
   • Building Committee Meeting: Executive Session November 16, 2017
   • Personnel/Negotiations Committee Meeting: Executive Session November 28, 2017
   • Personnel/Negotiations Committee Meeting: Executive Session December 12, 2017
   • Building Committee Meeting: Executive Session December 14, 2017
   • Building Committee Meeting: Executive Session February 15, 2018
   • Special Board Meeting: Executive Session June 2, 2018
   Motion carried by viva voce vote.

AGENDA BUILDING
None

#2018-84: ADJOURNMENT
A motion was made by Margaret Cousin, seconded by Lucy Gulley, that this meeting be adjourned at 5:35 p.m. Motion carried.