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 Lakeview Room of Lakeview Branch, 1137 West Lake, Peoria, Illinois.

Board President Jeanne Williamson called for a moment of silence for those killed during the recent shooting at Mercy Hospital & Medical Center in Chicago.

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, Tiffanie S. Duncan, Lucy D. Gulley, Dr. Shiraz Khaiser, Barbara Van Auken, and Jeanne Williamson
Board Members Absent: Stephen M. Buck
Library Staff Present: Elise Hearn, Manager of Lakeview Branch; Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director
Others Present: None

Board President Jeanne Williamson introduced new Board member Dr. Shiraz Khaiser. He is a graduate of Richwoods High School and a gastroenterologist. All Board members and staff members present introduced themselves to Dr. Khaiser.

CORRESPONDENCE TO THE BOARD
Board President Jeanne Williamson passed the correspondence folder among the Board members, noting numerous thank you notes for excellent customer service and Library programs.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2018-115: Request to Approve Minutes as listed below:
   1. Minutes of the Building/Long-Range Planning Committee meeting of July 31, 2018
   2. Minutes of the Community Relations Committee meeting of September 4, 2018
3. Minutes of the Finance Committee meeting of September 17, 2018
4. Minutes of the Regular Board meeting of October 16, 2018

B. #2018-116: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending October 20, 2018    $164,435.32
   2. Payroll for Period Ending November 5, 2018    $144,905.54
   3. City’s CIP Bond Expenditure (HVAC Project)    $661,729.27
   4. Regular Expenditures for November 2018    $426,598.30
   5. Capital Development Fund Expenditures for November 2018 $12,417.50

C. #2018-117: Request of the Executive Director to Approve Personnel Actions for the period ending November 16, 2018

D. #2018-118: Finance Report from the Executive Director for the month of November 2018 with Request to Receive and File

E. #2018-119: Library Use Statistics from the Executive Director for the month of November 2018 with Request to Receive and File

F. #2018-120: Recommendation from the Administration for the Approval of Holidays and Closings for 2019-2020

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 Barbara Van Auken, seconded by Pat Barton, to approve Consent Agenda items #2018-115 through #2018-120 as presented. Jeanne Williamson congratulated Lakeview Branch on the increased door count for the month of October and added that door counts at Lincoln and McClure were also up last month. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. Agenda Reports
   1. #2018-121: Request for a First Reading Review of a Recommendation from the Administration to Adopt an Exam Proctoring Policy

Randall Yelverton noted that this draft includes a revised fee structure. He added that we do proctoring for individuals rather than groups, examples of tests proctored include real estate exams, not LSAT, and the Manager proctoring the test does not have to sit in the meeting room while the test is being taken. Board members discussed whether or not the Library should offer proctoring and whether our proposed fees are comparable to others who offer the service. For the second reading of this policy, staff members were asked to present the fees charged by public libraries in Bloomington, Normal, and the Chicago suburbs as well as Sylvan Learning Center. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to accept the first reading and place a second reading on the agenda for the December meeting. Motion carried by viva voce vote.
2. **#2018-123**: Request for a First Reading Review of a Recommendation from the Administration to Adopt a Revised Circulation Policy Manual

Randall Yelverton noted that the recommended revision to this policy is to increase the amount of media that patrons may check out. A motion was made by Tiffanie Duncan, seconded by Barbara Van Auken, to accept the first reading and place a second reading on the agenda for the December meeting. Motion carried by viva voce vote.

3. **#2018-124**: Request for a First Reading Review of a Recommendation from the Administration to Adopt 2019 Peoria Public Library Goals

Randall noted that revisions to the goals for 2019 are shown in red. Jeanne Williamson commented that the revisions are great additions to the goals. A motion was made by Barbara Van Auken, seconded by Norm Burdick, to accept the first reading and place a second reading on the agenda for the December meeting. Motion carried by viva voce vote.

4. **#2018-125**: Recommendation from the Administration to Approve Peoria Public Library’s Annual Insurance Renewal with LIRA (Libraries of Illinois Risk Agency) in the amount of $82,486.00

Randall Yelverton noted that LIRA is our cooperative insurance buying group. This renewal figure represents a .03% increase. We received a refund of over $3,500 from LIRA this year. A motion was made by Barbara Van Auken, seconded by Pat Barton, to approve the Library’s annual insurance renewal with LIRA in the amount of $82,486.00 as presented. Motion carried by viva voce vote.

**REPORT OF THE EXECUTIVE DIRECTOR**

A. Upcoming Programming and Exhibits

Randall Yelverton drew Board members’ attention to the monthly programming report in their packet and encouraged them to visit the current Gallery exhibit, “Courage and Compassion.” He added that it is a high quality museum exhibit with a local angle. It will be in the Gallery through December 13.

B. Holiday Party on December 10

Randall Yelverton invited Board members to attend the annual Holiday Party which will be held on December 10 from 2:00 to 5:00 p.m. at North Branch.

C. Other

1. Randall Yelverton reported that he, Roberta, Jay, and Randy attended a construction update meeting this morning and it is expected that Main Library will reopen between December 10 and 17.

2. Randall noted that he is on the summer reading committee for Align Peoria.
REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin reported that the Friends had $35,000 in annual revenue during the last fiscal year and provided $31,000 to Peoria Public Library. As the November meeting was the Annual meeting of the Friends, they elected their 2019 Board of Directors. Tom Menger was reappointed to the Friends Board by Library Board President Jeanne Williamson. It was reported that Peoria Public Library will host a monthly “Learn Something at the Library” series during 2019. Because of the decrease in Main Library foot traffic due to the HVAC project, receipts at the Friendly Finds Bookstore have diminished drastically. However, online sales resulted in $281.01 for Friends in October.

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 November 13, 2018
   Randall Yelverton reported that Ben Kauffman, our former contact person from apaceDesign, has taken a new job with FedEx in Arkansas. Our new contact person in charge of the project is Steven McCardle, sole owner of apace. Randall added that a change order amounting to $5,484 will be for replacement conduit to move from two phases to three phases. The two remaining planters on the Main Street side of Main Library will be removed at a cost of $3,250 taken from the Capital Development Fund. There will be a two-day shutdown of all locations of Peoria Public Library at some point for an electric service upgrade. The Committee also toured the areas where work on the HVAC project is being performed.

B. Community Relations Committee
1. Report of the meeting of November 6, 2018
   Norm Burdick reported that the first Storywalk will be installed in Columbia Park. The Library will need to figure out how to fund the project. Barbara Van Auken noted that the committee requested a budget and financial plan. Jeanne Williamson added that the committee is very excited about this project. Norm Burdick also reported that 2019 will be the Year of Invention at Peoria Riverfront Museum and the museum has invited their community partners including the Library to support this theme.
   2. #2018-122: Request for a First Reading Review of a Recommendation from the Community Relations Committee to Adopt a Smoke and Tobacco Free Property Policy
      A motion was made by Barbara Van Auken, seconded by Margaret Cousin, to accept the first reading and place a second reading on the agenda for the December meeting. Barbara Van Auken added that this policy does also prohibit the use of electronic cigarettes on Library property. Motion carried by viva voce vote.

D. Finance Committee
1. Report of the meeting of November 19, 2018
Chair Norm Burdick reported that the Finance Committee met to discuss and approve the 2019 operating budget and to review amendments to the 2018 budget.

2. #2018-126: Amend the 2018 Budget
   A motion was made by Margaret Cousin, seconded by Lucy Gulley, to amend the 2018 budget as presented. Motion carried by viva voce vote.

3. #2018-127: Approval of 2019 Budget
   Norm Burdick reported that this budget is 2.5% less than the 2018 budget as requested by the City of Peoria. A motion was made by Norm Burdick, seconded by Barbara Van Auken, to approve the 2019 budget as presented. Motion carried by viva voce vote.

F. Personnel/Negotiations Committee
   Chair Tiffanie Duncan reported that the next meeting is scheduled for Tuesday, November 27 at 5:00 p.m. at Main Library.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
President Jeanne Williamson stated that she would like to have the December Board meeting at North Branch or Main Library.

EXECUTIVE SESSION
None

AGENDA BUILDING
None

#2018-114: ADJOURNMENT
A motion was made by Tiffanie Duncan, seconded by Barbara Van Auken, that this meeting be adjourned at 6:05 p.m. Motion carried.

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Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library