CALL TO ORDER
Board President Jeanne Williamson called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:02 p.m. This Regular meeting was held in the Hot Air Balloon Room of Lincoln Branch, 1312 West Lincoln, 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: 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: Alyce Jackson, Manager of Programming; Roberta Koscielski, Deputy Director; Jenny Sevier, Manager of Reference Services; Cynthia Smith, Manager of Lincoln Branch; 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 a thank you card from CityLink as well as a copy of the feature article from the October 2018 issue of the Illinois Library Association Reporter which highlights information about Peoria Public Library’s Great American Read programming.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2018-105: Request to Approve Minutes as listed below:
   1. Minutes of the Finance Committee meeting of January 9, 2018
   2. Minutes of the Regular Board meeting of September 18, 2018

B. #2018-106: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending September 20, 2018 $146,209.67
   2. Payroll for Period Ending October 5, 2018 $146,002.00
   3. City’s CIP Bond Expenditure (HVAC Project) 10/3/2018 $256,649.22
4. Regular Expenditures for October 2018 $195,276.07
5. Capital Development Fund Expenditures for October 2018 $7,467.50

C. #2018-107: Request of the Executive Director to Approve Personnel Actions for the period ending October 12, 2018

D. #2018-108: Finance Report from the Executive Director for the month of September 2018 with Request to Receive and File

E. #2018-109: Library Use Statistics from the Executive Director for the month of September 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 Barbara Van Auken, seconded by Lucy Gulley, to approve Consent Agenda items #2018-105 through #2018-109 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS

A. Agenda Reports

1. #2018-110: Recommendation from the Administration to Adopt a revised FOIA Policy
   Roberta Koscielski noted that no revisions had been requested or made to this draft since the September Board meeting. A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, to approve the recommendation to adopt the revised FOIA Policy as presented. Motion carried by viva voce vote.

2. #2018-111: Request for a First Reading Review of a Recommendation from the Administration to Adopt an Exam Proctoring Policy
   Roberta informed Board members that Anna Hutson, former North Branch Manager, had researched similar policies and wrote this draft with input from Jenny Sevier, Reference Services Manager, and Elise Hearn, Lakeview Branch Manager. Exam proctoring is frequently done at all three of these locations. Board members discussed the proposed fees for this service and suggested that they should be increased pending additional research of neighboring libraries and other providers. A motion was made by Barbara Van Auken, seconded by Edward Barry, to table this item and place it as a first reading review on the agenda of the November Board meeting. 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 highlighted the upcoming Gallery exhibit. “Courage and Compassion” focuses on Japanese Americans who were incarcerated in concentration camps during World War II and then in some cases resettled to the Midwest. This exhibit is co-hosted by Bradley University and will run from November 9 through December 13.
B. Library Card Sign-Up Month
   Roberta Koscielski reported that a winner will be selected soon from the patrons who submitted their guesses for how many library cards were issued and renewed in September.

C. Staff Day
   Randall Yelverton reported that staff member received opioid education training including information on nasal narcan. They viewed a disability awareness video, a requirement of the Per Capita grant. Staff Day was coordinated by Alyce Jackson, Jenny Sevier, and Karla Wilkinson. Barbara Van Auken announced that Roberta Koscielski was presented with the Peoria Public Library Trustees Award for Extraordinary Performance.

D. Holiday Party on December 10
   Roberta asked Board members to mark their calendar for the annual Holiday Party which will be held on December 10 from 2:00 to 4:30 p.m. at Main Library.

E. Other
   Randall highlighted the following items:
   - During the HVAC project, Main Library is largely closed, with the exception of the Local History and Genealogy area and the Friendly Finds bookstore. The Kewanee boilers were pulled from the building last week and duct cleaning is being done this week.
   - The October 3 Thor Hanson events were a success.
   - Administration will be working with managers to establish door count targets and develop ways to measure and improve customer service.
   - We are sorry to lose Anna to another job. Her position was posted earlier today internally and through RAILS and ILA. Deadline for applications is November 26.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin reported that the Friends made $133 from the fundraising night at Portillo’s last month and would like to perhaps repeat the event in early spring. It has been important to remind patrons that the Friendly Finds Bookstore remains open their regular hours during the HVAC project. She added that the $30,000 Friends contribution to the Library’s digitization project has been unencumbered for this fiscal year, pursuant to Randall’s confirmation that the project will take longer than initially planned.

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

D. Finance Committee
   Committee Chair Norm Burdick reminded Board members that Randall had presented the draft fiscal year 2019 budget showing the 2.5% decrease requested by the City of Peoria at
the last Committee meeting. The draft 2019 budget will be presented for consideration at
the November Board meeting.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
President Jeanne Williamson stated that she would like to have the November Board meeting at
Lakeview Branch. Staff will check on the availability of a meeting room.

Edward Barry announced that he is resigning from the Board effective with tonight’s meeting.
He was asked and accepted a position on the Airport Authority Board and he cannot serve on
both boards. He requested to serve as an ex officio member of the Building and Community
Relations committees of the Library Board. Board members accepted his resignation as well as
his offer to serve on the Building and Community Relations committees. Jeanne Williamson
suggested that Board members send input to Mayor Ardis regarding a replacement Board
member, perhaps a Library user who attends Library events.

Jeanne Williamson thanked Alyce Jackson and Cynthia Smith for their efforts in planning the
Hall of Fame event which immediately preceded tonight’s Board meeting.

EXECUTIVE SESSION
None

AGENDA BUILDING
None

#2018-114: ADJOURNMENT
A motion was made by Barbara Van Auken, seconded by Tiffanie Duncan, that this meeting be
adjourned at 5:40 p.m. Motion carried.

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Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library