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: Edward J. Barry, Jr., Patricia A. Barton, Stephen M. Buck, Norman H. Burdick, Tiffanie S. Duncan, Lucy D. Gulley, Barbara Van Auken, and Jeanne Williamson
Board Members Absent: Margaret E. Cousin
Library Staff Present: Michelle Decker, Administrative Assistant; 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.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2018-94: Request to Approve Minutes as listed below:
   1. Minutes of the Community Relations Committee meeting of August 7, 2018
   2. Minutes of the Regular Board meeting of August 21, 2018

B. #2018-95: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending August 20, 2018 $ 147,305.07
   2. Payroll for Period Ending September 5, 2018 $ 145,992.79
   3. Regular Expenditures for September 2018 $ 183,222.04
C. #2018-96: Request of the Executive Director to Approve Personnel Actions for the period ending September 14, 2018

D. #2018-97: Finance Report from the Executive Director for the month of August 2018 with Request to Receive and File

E. #2018-98: Library Use Statistics from the Executive Director for the month of August 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 Pat Barton, to approve Consent Agenda items #2018-94 through #2018-98 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. Agenda Reports
   1. #2018-99: Request for a First Reading Review of a Recommendation from the Administration to Adopt a revised FOIA Policy
      Roberta Koscielski noted that this revision updates information such as names and contact information for Library FOIA Officers, names of Library Trustees, and the current fiscal year budget. If approved, the revised policy and FOIA request form will be placed on the Library website. A motion was made by Barbara Van Auken, seconded by Norm Burdick, to approve the first reading review of the revised FOIA Policy and place it on the agenda for the October 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 specifically encouraged them to attend the Thor Hanson programs on October 3, the Ken Zurski program on September 19, and the Squirrel Hillbillies musical performance on September 30.

B. Schedule Viewing of Disability Awareness Presentation
   Randall reported that a webinar on serving patrons with disabilities will be shown to Board members immediately following the October Board meeting. This viewing will satisfy a requirement of the Per Capita grant. Roberta will email the link to this webinar to Board members so that anyone who cannot stay after the October Board meeting can view it when convenient. Randall reminded everyone that the October Board meeting will be held at Lincoln Branch immediately following the Hall of Fame induction ceremony.

C. Library Card Sign-Up Month
   Library Card Sign-Up Month continues through the end of September.
D. Staff Day
Interested Board members are invited to attend all or part of Staff Day, which is scheduled for Monday, October 8 at North Branch. Lunch will be served around 11:30.

E. Other
Randall highlighted information from his monthly report to Board members including the request received from the city this month to cut the Library budget by 2.5% for FY2019. Randall indicated that he would attend the City budget meeting immediately following this Board meeting. Randall added that he will be meeting with Senator Chuck Weaver on October 2. Randall noted that the August 2018 door count for Main Library showed an increase over August 2017. He announced that the HVAC project began as scheduled this past Monday. Barbara Van Auken and Jeanne Williamson complimented Randall’s good communication and updates.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Due to Margaret Cousin’s absence, there was no report this month.

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

B. Community Relations Committee
1. Report of the meeting of September 4, 2018
   Committee Chair Barbara Van Auken reported on the September 4 meeting:
   - She thanked Alyce Jackson, Trisha Noack, Roberta Koscielski, and other staff members who worked on the planning of the September Meet and Greet event.
   - Norm Burdick reported that he will meet with Randall regarding digitization sometime after the Meet and Greet.
   - Randall reported on the Explore More Illinois program being developed by RAILS which will offer discounts and free passes from selected Illinois cultural attractions and informed Committee members that he will let them know when it begins.
   - The Committee thanked the staff members who are working to present and publicize the Thor Hanson program which will be held on October 3 at North Branch.
   - The next meeting is scheduled for Tuesday, October 2 at 5 p.m. in Classroom A.

2. #2018-100: Recommendation from the Community Relations Committee to Approve Two Nominees for the Lincoln Branch Hall of Fame
   Committee Chair Barbara Van Auken announced that the Hall of Fame Committee selected Linda Daley and Edward J. Barry, Jr. as their nominees for 2018. A motion was made by Pat Barton, seconded by Tiffanie Duncan, to approve Ms. Daley and Mr.
Barry as this year’s Lincoln Branch Hall of Fame nominees. Motion carried by viva voce vote.

D. Finance Committee
1. Report of the meeting of September 17, 2018
   Committee Chair Norm Burdick reported that Randall presented the draft fiscal year 2019 budget showing the 2.5% decrease requested by the City of Peoria. This budget is expected to be finalized in November. Mr. Burdick added that the HVAC system improvements should result in efficiencies and savings.

F. Personnel/Negotiations Committee
1. Report of the meeting of August 28, 2018
   Committee Chair Tiffanie Duncan reported that the Committee reviewed and discussed the current evaluation form for the Executive Director.

   2. #2018-101: Recommendation from the Personnel/Negotiations Committee to Approve Revisions to the Employee Policy Manual
   Roberta reported that the Committee reviewed the recommendation from the Administration to revise the language regarding student page positions. A motion was made by Barbara Van Auken, seconded by Lucy Gulley, to accept the recommendation of the Personnel/Negotiations Committee to approve the revisions to the Employee Policy Manual as presented. Motion carried by viva voce vote.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
Alyce Jackson reminded everyone of the upcoming Portillo’s Night for the Friends of the Library on September 26 from 4 to 8 p.m.

EXECUTIVE SESSION
None

AGENDA BUILDING
None

#2018-104: ADJOURNMENT
A motion was made by Barbara Van Auken, seconded by Lucy Gulley, that this meeting be adjourned at 5:30 p.m. Motion carried.

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Stephen Buck, Secretary
Board of Library Trustees
Peoria Public Library