CALL TO ORDER
Board President Edward J. Barry, Jr. 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 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 him in saying the Pledge of Allegiance.

ROLL CALL
Board Members Present: Edward J. Barry, Jr., Stephen M. Buck, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Lucy D. Gulley, and Barbara Van Auken
Board Members Absent: Patricia A. Barton and Jeanne Williamson
Library Staff Present: Carolyn Conklin, Reference Services; Liza Hickey, Manager of Technical Services; Kris Holden, Finance and Budget Coordinator; Alyce Jackson, Manager of Programming; Leann Johnson, Executive Director; Roberta Koscjelski, Deputy Director; Trisha Noack, Manager of Public Relations; and Jenny Sevier, Manager of Reference Services
Others Present: None

CORRESPONDENCE TO THE BOARD
Board President Edward J. Barry, Jr. passed the correspondence folder among the Board members, noting a large thank you card embellished with candy and gum that Alyce Jackson received from Kellar School for participating in their Guest Reader program.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2018-13: Request to Approve Minutes as listed below:
   1. Minutes of the Community Relations Committee meeting of November 7, 2017
   2. Minutes of the Personnel/Negotiations Committee meeting of November 14, 2017
   3. Minutes of the Personnel/Negotiations Committee meeting of November 28, 2017
   4. Minutes of the Personnel/Negotiations Committee meeting Executive Session of November 28, 2017
   5. Minutes of the Personnel/Negotiations Committee meeting of December 12, 2017
6. Minutes of the Personnel/Negotiations Committee meeting Executive Session of December 12, 2017
7. Minutes of the Building Committee meeting of December 14, 2017
8. Minutes of the Personnel/Negotiations Committee meeting of January 2, 2018
9. Minutes of the Personnel/Negotiations Committee meeting Executive Session of January 2, 2018
10. Minutes of the Annual Board meeting of January 16, 2018
11. Minutes of the Building Committee Subcommittee meeting of February 5, 2018

B. #2018-14: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending January 20, 2018 $ 146,095.50
   2. Payroll for Period Ending February 5, 2018 $ 146,258.23
   3. Regular Expenditures for February 2018 $ 422,596.99
   4. 2017 Obligated Funds for February 2018 $ 20,939.85

C. #2018-15: Request of the Executive Director to Approve Personnel Actions for the period ending February 16, 2018

D. #2018-16: Finance Report from the Executive Director for the month of January 2018 with Request to Receive and File

E. #2018-17: Library Use Statistics from the Executive Director for the month of January 2018 with Request to Receive and File

Mr. Barry asked Board members if they wished to have any of the Consent Agenda items removed for further discussion. Hearing none, a motion was made by Barbara Van Auken, seconded by Margaret Cousin, to approve Consent Agenda items #2018-13 through #2018-17 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. #2018-18: First Reading Review of a Recommendation from the Administration to Adopt a revised Sexual Harassment Policy

Leann reminded Board members that at the December Regular Board meeting they approved a sexual harassment policy containing wording in accordance with public Act 100-0554 which became effective on November 16, 2017. She added that as noted at the December meeting this policy has been compared with the policy that is part of our Employee Policy Manual. The recommendation for a revised sexual harassment policy includes updated contact information for the Illinois Department of Human Rights and the Equal Employment Opportunity Commission as well as wording from the previous policy related to same-sex harassment and application of the policy to all work-related social and business functions. Once approved, updated copies of the Employee Policy Manual will be distributed to all staff members with the revised sexual harassment policy included. A motion was made by Barbara Van Auken, seconded by Norm Burdick, to adopt the first reading of item #2018-18
as presented and place it on the agenda for approval at the March Regular meeting. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR
1. Upcoming Programming and Exhibits
Leann reported that the Harry Potter Escape Room attracted 91 in two events at North Branch. Twenty groups of people are on the waiting list for the next offering of this event. Leann reported that the first Peoria Speaks discussion funded by Illinois Humanities was held on February 8 on the topic of Human Trafficking. The target audience is 12 to 15 people and we had 21 total. Carol Merna, Executive Director of The Center for Prevention of Abuse, was the speaker and the group was engaged and had many questions. The next session will be on March 8 on Crime and Policing in Peoria. Leann noted that Lakeview Branch has begun offering bilingual storytimes. Caroline Fraser, author of *Prairie Fires: The American Dreams of Laura Ingalls Wilder*, will speak on February 22 at 6:00 p.m. at North Branch. This program is sponsored by the Friends of Peoria Public Library. The 17th year of Film Noir hosted by Steve Tarter will be featuring films with a bookstore theme.

2. Museum Pass
Leann noted that a “Celebrate Illinois” bookmark was provided to each Board member. Three Reference staff members compiled the content for this bookmark as the Library collaborates with Peoria Riverfront Museum on Bicentennial activities. At a recent Library Directors’ lunch at Peoria Riverfront Museum, there was a request to reinstate the Museum Pass service. Each library location would have one Museum Pass available for checkout. The details are being worked on and further information will be forthcoming.

3. 2017 Report of Peoria Public Library Goals
Roberta highlighted a few of the items in this report, including staff being elected or appointed to committees or groups and increases in off-site visits, new library cards, and programs. She also noted that the new book, *An American Marriage*, by Tayari Jones, who visited Peoria last February as part of our NEA Big Read Peoria Reads, was selected as an Oprah book.

4. Other
None

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin reported on the following items from the February Friends Board meeting. More detail was provided in her report that was distributed to Board members.

- Leann requested, and the Friends Board unanimously approved, an amount not to exceed $30,000, specifically $29,755, to underwrite the digitization of the Journal Star for the years 1980 and 1981. Leann’s presentation included a description of the Library’s almost four-year conversation regarding the nature and necessity of the digitization project to preserve Peoria’s newspaper archives, both paper and microfilm. This will be a multi-
phase project, with Friends and the Library’s own Gifts & Memorials Fund covering the preliminary $155,000 cost to digitize 1980 – 1991. Leann added that she presented the funding request as whatever the Friends’ comfort level would be in terms of the amount. She stressed what it means to have the microfilm converted to digitized format. This funding will provide a jumping off point for the project. Leann noted that she will do a further presentation on this at the March Community Relations Committee meeting.

- The CEFCU inserts for the March 9/10 annual book sale turned out beautifully and have been distributed to 35,000 households in targeted zip codes. Thanks go to Leann and Laura for their cooperation and efforts to get this project into the queue so quickly to meet CEFCU’s deadline for the February mailing.

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

A. Building/Long-Range Planning Committee
   1. Report of the subcommittee meeting of February 5, 2018
      Building Committee Chair Margaret Cousin reported that the Request for Qualifications for the design of a new HVAC system at Main Library was posted on January 8. Seven firms picked up packets and two of them submitted proposals. At the February 5 subcommittee meeting, the two firms were interviewed. Subcommittee members used a quality-based selection process with weighted criteria to evaluate and rank the firms. The four criteria used were institutional HVAC experience, local institutional experience, project approach and schedule, and minority/women/veteran inclusion.
   2. Report of the meeting of February 15, 2018
      Mrs. Cousin reported that the Building Committee met on February 15 and reviewed strengths and weaknesses of each firm with the goal of selecting one firm to provide the design of the HVAC system for Main Library. At the committee meeting, Mr. Barry had noted that after the Board approves the selection of a firm, a contract will be negotiated for design of work. Then, committee members will bring their questions to a design review meeting with the firm. If negotiations are not successful, the committee has the option of choosing to work with the second firm.
   3. #2018-19: Recommendation from the Building Committee to Approve the Selection of apaceDesign for the design of a new HVAC system for Main Library
      Margaret Cousin reported that the Building Committee recommends the selection of apaceDesign for the design of a new HVAC system for Main Library. A motion was made by Barbara Van Auken, seconded by Stephen Buck, to approve the selection of apaceDesign for the design of a new HVAC system for Main Library. Motion carried by viva voce vote.

B. Community Relations Committee
   1. Report of the meeting of February 6, 2018
      Committee members reported that Tim Hartneck of Central Illinois Landmarks Foundation has been added to the committee. A search is being made for an original agreement with CILF. Committee members noted that the ownership and insurance of
the materials need to be clarified which will probably take time to sort out. It was reported that the Little Free Library at Sweet CeCe’s is not only being used, but books are being added to it by the public. At the committee meeting, a question was brought up about supplying books to the County Jail. Leann noted that the County Jail is not within our service boundaries which are the city limits of Peoria. She added that the County Jail has a library and they are very strict about what can be added to this collection.

F. Personnel/Negotiations Committee
1. Report of the meetings of January 23 and 25, 2018
   Committee Vice Chair Stephen Buck reported that the Executive Director job description was reviewed at the January 23 meeting. At the January 25 meeting, committee members met with John Keister and reviewed the job description with him and let him know what they are looking for in the next Executive Director. Mr. Keister has since created a website advertising the position. Barbara Van Auken will contact the Personnel/Negotiations Committee Chair about having the Personnel/Negotiations Committee make a recommendation regarding formal approval of the revised job description for the Executive Director.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
None

AGENDA BUILDING
None

#2018-22: ADJOURNMENT
A motion was made by Barbara Van Auken, seconded by Lucy Gulley, that this meeting be adjourned at 5:46 p.m. Motion carried.

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Lucy D. Gulley, Secretary
Board of Library Trustees
Peoria Public Library