

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

December 12, 2022

The regular meeting of the Jacksonville Public Library Board of Trustees was held on December 12, 2022, in the conference room of the Jacksonville Public Library. The following Trustees were present: Craig Albers, Noel Beard, Kevin Eckhoff, Mary Ferguson, Lisa Haley, Forrest Keaton, Elizabeth Kennedy, and Katie Weeks. The following Trustee was absent: Doris Robinson. Library Director Jake Magnuson was also present.

President Ferguson called the meeting to order at 5:00 p.m.

On motion of Eckhoff, seconded by Beard, and carried, the minutes of the November 14, 2022 meeting of the Board of Trustees were approved as presented.

FINANCIAL REPORTS

The financial reports and bills were reviewed. On motion of Eckhoff, seconded by Kennedy, and carried, the financial reports for December 2022 were approved and all properly approved bills for December 2022 in the amount of \$56,760.10 are to be paid out of general funds as funds are available.

ENDOWMENT REPORT

Keaton reported the Endowment Fund total value was \$2,251,459.61 as of November 30, 2022, and he noted that the total value had decreased by \$373,257.48 since December 31, 2021. He noted that this decrease in total value includes \$133,407.57 of cash and securities disbursements since December 31, 2021, leaving a decrease in the value of investments of \$239,849.91.

Keaton reported that he had received correspondence from US Bank Private Wealth Management concerning services and fees related to the Endowment Fund. He also reported that President Ferguson had provided a copy of the Irrevocable Declaration of Endowment Trust, dated June 11, 1991, between the Jacksonville Public Library and the Farmers State Bank and Trust Company, which was later transferred to and accepted by Mercantile Trust Company, N.A., as successor trustee. He stated that the Finance Committee will meet on December 19 at 2:30 p.m. to review the matters in the US Bank letter and to determine whether to recommend any action by the Board of Trustees.

DIRECTOR'S REPORT

Magnuson reviewed the Director's Report, November 2022. He reported that he had discussed with Adam Craddock from Gano Electric the operation of the snow-melt system in the new courtyard.

Magnuson reported that the new phone system went into active operation on November 15th and that three landline phones from Frontier Communications will continue to be used for the elevator, security system, and fire alarm.

Magnuson reported that a technician from Young's Security came to the Library on November 9th to provide instruction on use of the security camera system.

Magnuson reported that, through his work with Illinois College Sociology Department Chair, Kelly Dagan, a student (Ana Cacho) will begin serving as a "community intern" in the second semester of the academic year.

Magnuson reported that the Friends of the Library Board met on November 17th and revised the rules for the Author of the Year Contest.

Magnuson reported that, on November 3rd, he attended and gave a presentation concerning the Library at the Kiwanis Club meeting.

Magnuson reviewed efforts for publicity of events with the Jacksonville Journal-Courier, his regular monthly segment on WLDS radio, and the relaunch of the Library's Facebook page. He also reported on the Music Under the Dome events and his familiarization with the contact persons at the Journal-Courier.

Magnuson reported that the Outreach Services are still doing well. He reported that, in Youth Services, Courtney Langdon had attended a Young Adult Services Symposium in Baltimore, Maryland, and that the Library had held its first Teen Advisory Board (TAB) meeting.

Magnuson reviewed the Comparative Service Report for November 2022.

COMMITTEE REPORTS

Automation/Technology

No additional report.

Building and Grounds

No additional report.

Finance

Keaton reported that he would send an e-mail to the Finance Committee members regarding the Finance Committee meeting on December 19th and would work with Magnuson to provide an agenda for posting and for supplying to the media.

Personnel

Magnuson reported that he is closer to a staff posting for a position that may be described as either "Adult Services Librarian" or "Public Services Librarian." He also

indicated that he had been contacted by a person who has moved to Jacksonville and who has prior library experience.

Public Relations

No additional report.

FRIENDS OF THE LIBRARY

Magnuson reported that the Friends of the Library are conducting a holiday book sale and also selling photographs of the Library that were taken and donated by Tiffany Warmowski.

RAILS/RSA

See "Old Business."

OLD BUSINESS

Library Late Fees: Magnuson reported that he has been in communication with RSA and that RSA will be providing reports regarding late fees to take into account in the decision of whether to eliminate fees for late return/overdue books.

Fiscal Year 2023 Public Library Per Capita Grant application: As part of the Fiscal Year 2023 Public Library Per Capita Grant application process, Magnuson and the Board of Trustees reviewed the checklists for the following three areas contained in the Illinois Library Association Standards for Illinois Public Libraries: (1) Youth and Young Adult Services, (2) Technology, and (3) Marketing, Promotion, and Collaboration.

NEW BUSINESS

Rules of Behavior Policy: Magnuson reviewed a proposed revision of the Rules of Behavior for Persons Using the Jacksonville Public Library. After discussion and minor revisions to the proposed revision, on motion by Kennedy, seconded by Haley, and carried, the revised Rules of Behavior for Persons Using the Jacksonville Public Library were approved as presented.

ADJOURNMENT

There being no further business, on motion made by Keaton, seconded by Haley, and carried, the meeting was adjourned at 6:04 p.m.

Respectfully submitted by Forrest Keaton