

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

February 14, 2022

The regular meeting of the Jacksonville Public Library Board of Trustees was held on February 14, 2022, in the conference room of the Jacksonville Public Library. Present were President Mary Ferguson, Craig Albers, Noel Beard, Kevin Eckhoff, Lisa Haley, Forrest Keaton, Elizabeth Kennedy, and Katie Weeks. Doris Robinson was absent.

President Ferguson called the meeting to order at 4:32 p.m.

It was moved by Eckhoff and seconded by Kennedy, that the minutes of the open session and the minutes of the closed session of the January 10, 2022 meeting of the Board of Trustees be approved as submitted. Motion carried.

It was moved by Haley and seconded by Beard that all financial reports for February be approved and that all properly approved bills for February in the amount of \$154,803.14 be paid out of general funds as funds are available. Motion carried.

Keaton reported the Endowment Fund total value was \$2,605,961.20 as of January 31, 2022, and noted that the total value had decreased by \$152,163.46 since December 31, 2021.

Assistant Director's Report

Assistant Library Director Sarah Snyder joined the meeting at 4:45 p.m.

She reported on the planned transition of the Assistant Library Director's duties to other staff members upon her departure on February 17. She reported that the plan sought to identify essential duties of her position and to match them with the abilities of other staff members. She reported that the following staff members would be taking on the indicated responsibilities: Courtney Langdon – programs that have commitments; Diane Hequet – genealogy, local history and obituaries; Bridget Dean – technology appointments and database issues; and Andy Mitchell – ordering of materials, social media and Music Under the Dome. She also reported that the intern is no longer working at the library.

She reported on online database usage for the year 2021. She indicated that A-Z World Foods, A-Z World Travel, and Lingo Lite had minimal usage and cancellation may be appropriate. She reported that usage of Freegal was down and usage of Kanopy was up. She reported that Newspaper Archives had more users but fewer searches. She reported that she was disappointed in the usage of Rocket Languages and Universal Class. She noted that interest in the use of Hoopla has been mentioned by several patrons.

Snyder departed from the meeting at 4:55 p.m.

COMMITTEE REPORTS

Automation/Technology

Beard reported that the committee will proceed with looking at obtaining a new telephone system and that he will be in contact with the representative of i3 Broadband concerning fiberoptic service.

Building and Grounds

Albers reported that work on the patio is on hold until the weather breaks.

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

None

RAILS/RSA

None

OLD BUSINESS

None

NEW BUSINESS

By consensus, the Board of Trustees approved a change in the regular monthly meeting time from 4:30 p.m. to 5:00 p.m. on the second Monday of each month, except that the October meeting will be held on the day after Columbus Day. Notice of the meeting time change will be provided to the media and will be posted on the webpage.

President Ferguson reported that, on February 8, 2022, Library Director Chris Ashmore had tendered a letter of resignation from that position, effective March 15, 2022. On

motion of Kennedy, seconded by Albers, and carried, the Board of Trustees accepted the resignation of Library Director Ashmore.

President Ferguson reported that she and Keaton had attended the Library staff meeting on February 8th, and she reviewed the discussion held with the staff concerning interim responsibilities following Library Director Ashmore's resignation.

President Ferguson suggested that the Personnel Committee begin review and revision, if necessary, of the job descriptions for the Library Director and the Assistant Library Director. She reported that there are job position posting sites on the websites of the Illinois Library Association and the American Library Association and that there may be other sites to consider. She reported that some names of potential candidates have been put forward.

President Ferguson reported that she had spoken with Heidi Estabrook and Bridget Dean, and as the senior staff member, Heidi Estabrook will serve as the acting staff liaison to the Board of Trustees.

The Board of Trustees discussed the possibility of checking with former Library Director Sharon Zuiderveld to determine whether she would be interested in, and willing to serve as, a position as the Acting Library Director during the period of searching for a new Library Director. The Board of Trustees supported President Ferguson's effort to contact Sharon Zuiderveld to explore this possibility.

President Ferguson reported that she had received passwords and a notebook from former Library Director Ashmore and that she plans to attend the Library staff meeting on February 16th at 8:00 a.m.

President Ferguson reported that, in the course of the events related to Library Director Ashmore's resignation, a personnel matter had been brought to her attention. She reported that she has conducted some preliminary interviews with several staff members and has reached out to the City Attorney, Dan Beard, for guidance.

President Ferguson reported that staff members have had positive attitudes in taking on additional duties and that the effort has been to match additional duties with staff member strengths.

President Ferguson reported on the need to update financial account authorizations with CNB Bank & Trust, Town & Country Bank, and Stifel Nicolaus. On motion by Beard, seconded by Weeks, and carried, the Board of Trustees approved the removal of former Library Director Christopher Ashmore as an authorized signatory and the designation of President Mary Ferguson, Vice President Craig Albers, and Treasurer Elizabeth Kennedy as the authorized signatories on all accounts of the Jacksonville Public Library with CNB Bank & Trust, Town & Country Bank, and Stifel Nicolaus.

The Board of Trustees discussed a proposal to authorize payment of bonuses to Library staff members based on the staff's performance during calendar year 2021. On motion

by Albers, seconded by Beard, and carried, the Board of Trustees approved the payment of bonuses to all staff members employed by the Jacksonville Public Library as of December 31, 2021, in an amount equal to 3.0% of the staff member's gross pay in salary and/or wages during calendar year 2021.

There being no further business, on motion made by Eckhoff, seconded by Beard, and carried, the meeting was adjourned at 5:38 p.m.

Respectfully submitted by Forrest Keaton