

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

January 10, 2022

The regular meeting of the Jacksonville Public Library Board of Directors was held January 10, 2022 in the conference room of the Jacksonville Public Library. Present were President Mary Ferguson, Forrest Keaton, Noel Beard, Elizabeth Kennedy, Craig Albers, Kevin Eckhoff, Doris Robinson, Lisa Haley and library director Chris Ashmore. Katie Weeks was absent.

President Ferguson called the meeting to order at 4:36 PM.

It was moved by Beard and seconded by Kennedy that the minutes of the December Meeting be accepted as submitted. Motion carried.

It was moved by Beard and seconded by Eckhoff that all financial reports for January be approved and that all properly approved bills for January in the amount of \$49,594.25 be paid out of general funds as funds are available. Motion carried.

Ashmore reported the Endowment Fund total as of December 31, 2021.

Director's Report

December was another productive month at the Jacksonville Public Library. Patron traffic was fairly steady for the first half of the month, but was fairly light during the latter part of the month. This was primarily due to the holiday season, but I suspect also due to the uptick in Covid-19 cases. For this reason, we did not hold as many programs in December, but have several fun ones planned in both adult and youth services for January.

Courtney continued to shine in her role as Youth Services Librarian. She came up with many good ideas and did a great job with programming, collection development and decorating the children's area. She follows many children's librarians' groups on social media and is on top of the latest ideas and trends.

While not having a ton of events in December, the library received some great publicity during the month. That 1 Place did some filming at the library and produced a really nice looking video showcasing our building and services. See

. I appeared on WLDS with Gary Scott on the morning of December 16 to promote happenings at the library, and last but not least, the *Jacksonville Journal-Courier* ran a nice article on New Year's Eve about the library's upcoming Article of the Month Club.

Throughout December, the library received several end of the year donations, which is usual, and I spent time sending thank you cards. I also spent time working on staff annual reviews, which I will finish in January, and began looking at some numbers for our Long Range Plan from 2020 and what I could from 2021. We will likely not be reviewing our Long Range Plan numbers until the February Board Meeting, as some 2021 numbers will not become available until later in January.

Also keeping me busy in December was making plans for 2022. I have a January 28 date set to speak at Noon Rotary, and I also set up a meeting with Debbie Niderhauser to discuss a program for children called "Ready, Set, Grow". She was suggested to me by Forrest, after hearing her speak about the program at a Kiwanis meeting. The library's book club met via Zoom on December 2 to discuss the novel *Mexican Gothic* by Silvia Moreno-Garcia. We had a couple of new attendees and had a fairly short but nice discussion.

We postponed our annual staff Christmas party due to trouble finding a date. The party will likely be rescheduled for early in 2022 when Covid-19 numbers are hopefully lower. I3 Broadband visited the library to run the proper cables into the building. They will be in touch with me soon to set up a connection time. Also, the library's annual Food for Fines program continued to run throughout the month of December.

Other tasks keeping my busy in December included collection development; web site and Facebook maintenance; as well as keeping up with the library's weekly Shelf Life column in the *Jacksonville Journal-Courier* and placing weekly ads in *The Source*.

Adult Services

The Adult Services department had a great December. Sarah had nine formal technology appointments and helped patrons with other daily technology questions. Sarah continued working with Rebecca, the library's volunteer, on a variety of projects including weeding the nonfiction collection upstairs and shelf-reading. She also spent time promoting events and library services using social media, sending items to local media outlets, and more. Sarah worked on research projects with patrons relating to local history and genealogy and helped with other daily reference questions. She updated the blog, social media and the website as time permitted.

RAILS recently made a change to a free database called Inkie that we receive through the state; Sarah spent time updating this resource on the website and promoting it to patrons. Previously, this platform hosted a wide range of free e-books that patrons could check out simultaneously. The majority of that collection was migrated to Axis 360, and this new resource allows patrons to self-publish e-books for free. The collection now consists of e-books that patrons can check out written by Illinois authors.

The library had four events for adults in December. The first event was entitled "The History and Folklore of Santa" which discussed the real story behind Santa. This hybrid event was well-attended and patrons enjoyed it. Another event was held on the 80th anniversary of the bombing of Pearl Harbor, and it was about finding POW/MIA soldiers from the battles of WWII. The library also had a local author event with Eli Goodman who discussed and signed his books for patrons. The last event was a film screening of *News of the World*; it was one of the most well-attended movie nights that has been held. Sarah also researched items to purchase for the collection and placed book and AV orders as needed. She also put up a new display of materials. Last but not least, Sarah attended three professional development events in December. Two were about addressing implicit bias and cultural competence, and one was a virtual presenters' showcase where a variety of presenters who do Zoom events shared their work.

Interlibrary Loan/Holds

In December, there were 613 items borrowed from other libraries; 641 items lent to other libraries; and 158 reciprocal circulations.

Circulation Services

The library provided amazing service to every patron that walked in the door during the month of December. The Circulation Staff was very busy helping people on the computers and microfilm. They collected canned food for the food for fines program to donate to the food pantry. Diane Hequet was very busy cleaning disks, fixing books, and helping patrons. Andy Mitchell was busy helping patrons and pulling books for patrons with health issues so they could just check out their books and not have to look around during Covid-19.

Bridget mailed out the overdue notices every day, comparing the information with the patrons' accounts to make sure the items had not been turned in yet. She had four tech appointments in December. Bridget continued to put mark the reader labels in all of the books so patrons can initial to keep track of what they have read. She started weeding the fiction collection to make room for the new books that get switched over. Bridget worked on annual staff reviews. She also removed and updated patron emails based on reports sent by RSA.

Extension Services

December was a busy month for Heidi. New deliveries were added to her schedule due to patrons experiencing health issues and surgeries. The assisted living and nursing facilities allowed limited access, but Heidi made extra deliveries to make sure everyone had plenty of reading materials for the holidays.

The Morgan/Scott/Green Interagency Meeting for social workers took place on December 9. One topic discussed was the end of the eviction moratorium, the ways this will affect our communities and what tools and services are available to help the individuals affected. The library's public computers, tech help, and public meeting spaces are valuable resources for people to take advantage of.

Youth Services

In December, Courtney held her regular Story Times every Wednesday. Attendance was still light, but a couple of more kids started attending on a regular basis. Courtney also had two take and make crafts, a pine cone snowy owl and a "stained glass" ornament. All kits were taken.

There was a really good turnout for Lego Club in December--the display case was full, and parents and grandparents asked about Lego Club often. Courtney also held a Santa event, and the turnout for that was great. There were 20 families in attendance, and our Santa, Jade Young, did a great job. There were Christmas coloring pages and holiday cards set out during Santa's visit, and a lot of people did those as well. Courtney heard from several attendees that they had struggled to find a Santa in the area this year, so she was really happy that she decided to have the Santa visit. As I said earlier, Courtney continues to do a fantastic job. Kids really love her.

Technical Services

Things continued to operate smoothly in Technical Services. Lauren did a great job with cataloging, and was ably assisted by Linda.

COMMITTEE REPORTS

Automation/Technology

None

Building and Grounds

None

Finance

Albers made a motion to transfer the 2021 General Fund surplus, in the amount of \$92,834.04, to the Special Reserve Fund, seconded by Beard. Motion carried. This check will be signed and approved at the February meeting.

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported on the Friends of the Library December board meeting.

RAILS/RSA

None

Old Business

Ferguson asked if trustees were willing to change the start times for monthly board meetings from 4:30 PM to 5:00 PM to help Weeks attend more board meetings. A decision will be made at a future board meeting, after Ashmore asks Weeks if a change to 5:00 PM would help her.

New Business

Albers made a motion to make the closed session minutes from the January 11, 2021 board meeting available for public inspection, seconded by Eckhoff. Motion carried.

Albers asked if our newest trustees had completed the Illinois Attorney General's Open Meetings Act training. Ashmore will send the link for the on-line training to both Haley and Robinson so that they can complete the training.

At 5:11 PM, the board voted to move into closed session for the purpose of discussing personnel matters, upon a motion made by Beard and seconded by Albers. The motion was unanimously approved.

After returning to open session at 5:31 PM, the board unanimously voted to pay the director's salary as budgeted for 2022 -- \$75,365 -- retroactive to January 1, 2022 -- on a motion made by Haley, seconded by Keaton. This increase represents a three percent raise over the 2021 salary, reflecting Ashmore's increasingly confident leadership, and positive staff management, marketing, communication and organizational skills during the continuing challenges presented by the COVID-19 pandemic. His efforts to proactively respond to the evolving health crisis, and to adapt the library's services and implementing more and advanced technological tools to meet the community's needs remained outstanding. He also continued to focus on and manage achievable components of the library's strategic plan, and make advancements in key management areas while displaying a strong commitment to his duties.

There being no further business, the regular meeting was adjourned at 5:34 PM on a motion by Eckhoff, seconded by Beard.

Respectfully submitted by Chris Ashmore and Mary Ferguson