

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

January 9, 2023

The regular meeting of the Jacksonville Public Library Board of Trustees was held on January 9, 2023, 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, Doris Robinson, and Katie Weeks. No Trustees were absent. Library Director Jake Magnuson was also present.

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

On motion of Beard, seconded by Eckhoff, and carried, the minutes of the December 12, 2022 meeting of the Board of Trustees were approved as presented.

FINANCIAL REPORTS

The financial reports and bills were reviewed. On motion of Albers, seconded by Kennedy, and carried, the financial reports for January 2023 were approved and all properly approved bills for January 2023 in the amount of \$47,287.34 are to be paid out of general funds as funds are available.

ENDOWMENT REPORT

Keaton reported the Endowment Fund total value was \$2,176,598.16 as of December 31, 2022, and he noted that the total value had decreased by \$581,526.50 from December 31, 2021. He noted that this decrease in total value includes \$134,162.57 of cash and securities disbursements since December 31, 2021, leaving a decrease in the value of investments of \$447,363.93.

Keaton also reported that the Finance Committee had met on December 19, 2022, to review the matters related to services and fees of US Bank Private Wealth Management for the Endowment Fund as set forth in a letter, dated November 15, 2022, from Chris Simcox. He reported that the Finance Committee did not have any proposed action but that he had arranged for Mr. Simcox and other staff from US Bank Private Wealth Management to attend the February 13, 2023 meeting of the Board of Trustees to provide information concerning the various functions involved in US Bank Private Wealth Management services and the fee structure for each of those services.

DIRECTOR'S REPORT

Magnuson reviewed the Director's Report, December 2022. He reported that the snowmelt system in the courtyard works but does not work optimally in extremely cold weather like that which was experienced on December 22nd and 23rd.

Magnuson reported that additional telephone lines have been ported from Frontier to the new telephone system. He reported that the elevator maintenance company

(KONE) will be coming on January 10th to check on the phone line dedicated to the elevator.

Magnuson reported that he and Brittany Overby had held a virtual meeting with Dale Dormody from the website provider. He reported that the Library will need to change its e-mail provider and several potential e-mail providers were suggested.

Magnuson reported that the Friends of the Library board of directors met on December 15th and received a \$120.00 check from a group of Illinois College students who had held an event at the Library. He reported that details of the Author of the Year Contest were discussed.

Magnuson reported that he had been featured in an article in The Source and that he had participated in the monthly “What’s on Your Mind” segment on WLDS radio.

Magnuson reported that a Music Under the Dome concert, featuring folk singer/songwriter Ben Bedford had been held on December 4th with 28 persons in attendance. He also reported that, on December 13th, the Library hosted a viewing of a Zoom program as part of the Illinois Libraries Present series, *Midwest Baking with Shauna Sever*.

Magnuson reported that the Library staff had worked with the Morgan County Historical Society to receive forwarded reference questions that the MCHS did not have the resources to answer.

Magnuson reported that some of the Youth Services events scheduled in December had to be canceled due to weather and that Storytime attendance was low probably due to the holidays. He noted that the Stuffed Animal Sleepover on January 1st was successful with 25 stuffed animals dropped off to spend the night at the Library.

Magnuson reviewed the Comparative Service Report for December 2022.

COMMITTEE REPORTS

Automation/Technology

Beard suggested that Magnuson check with the City Attorney to determine whether any procedure needs to be followed to dispose of, as “surplus property,” the telephones and equipment that will no longer be used.

Building and Grounds

Magnuson reported that he will be checking with Doug Megginson to determine how the front door might be repaired and with Steve Morthole to determine how the top step at the front entrance might be repaired.

Finance

No additional report. See “Endowment Report.”

Personnel

Magnuson reported that he is close to filling the Adult Services Librarian position with a person who has moved to the Jacksonville area and who has prior school librarian and public library experience in the Galesburg area. He will be checking the references supplied before proceeding with the employment.

Public Relations

No additional report. See "Director's Report."

FRIENDS OF THE LIBRARY

No additional report. See "Director's Report."

RAILS/RSA

Magnuson reported that Brittany Overby has been taking on-line webinar training offered through RAILS. He reported that RSA is putting together late fee reports that he will be using in the decision regarding the possible elimination of fees for late return/overdue books.

OLD BUSINESS

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 two areas contained in the Illinois Library Association Standards for Illinois Public Libraries: (1) facilities management and (2) safety.

NEW BUSINESS

Library Closed Days in 2023: Magnuson reviewed the list of days that the Library will be closed in 2023 and the process for split staffing when Federal and state holidays fall on a weekend.

Beard recommended that the transfer of unspent 2022 operating funds to the Special Reserve Fund be placed on the agenda for the regular February Board of Trustees meeting.

ADJOURNMENT

There being no further business, on motion made by Haley, seconded by Beard, and carried, the meeting was adjourned at 6:02 p.m.

Respectfully submitted by Forrest Keaton