

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

August 14, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held August 14, 2017 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Kevin Eckhoff, Craig Albers, Robert Underbrink, Forrest Keaton, Ted Roth and Library Director Chris Ashmore. Absent were Katie Weeks and Elizabeth Kennedy.

President Ferguson called the meeting to order at 4:30 PM.

Guests Kurt Gwillim and Amy Perrin from US Bank distributed copies of the library's Endowment Fund portfolio and reviewed both the Endowment Investment Policy and the Portfolio itself. The consensus was that this should be done once a year.

It was moved by Beard and seconded by Albers that the minutes of the July board meeting be accepted as submitted. Motion carried.

It was moved by Eckhoff and seconded by Underbrink that all financial reports for August be approved and that all properly approved bills for August in the amount of \$61,868.60 be paid out of general funds as funds are available. Motion carried.

Ashmore reported on the investment of money from the Special Reserve Fund by Stifel Nicolaus. Three \$50,000 CDs were laddered – one for six months, one for 9 months and one for one year. The remaining amount of approximately \$52,000 remains in the money market.

Director's Report

July was a fairly typical summer month at the Jacksonville Public Library. The entire staff stayed very busy with patrons, as the summer reading programs were in full swing. Sometimes when it is busy, I feel like I am not getting work done on different projects and goals, but then I remember that we are here only because of the patrons and it makes me feel good to have a library so full of people.

On July 6, Hillary and I met with Dr. Joe Squillace, a professor of Social Work at MacMurray College, about the possibility of partnering with their social work program. After attending a program at the annual ALA conference in June, I learned that public libraries are becoming common partners with social workers. After the meeting with Dr. Squillace, the tentative plan is to have a student or students visit the library during the upcoming fall semester and perform an organizational assessment of the library. Using this along with a community needs assessment, the student(s) will complete a strategic

plan. If everything goes well and the need is found, a social work student will then be assigned to do his or her spring semester practicum at the library. This is brand new territory for both the library and Mac, but both sides are eager to make it work.

Dr. Squillace actually had a student in mind for a practicum at the library. On July 24, Hillary and I interviewed Darin Michael about doing his practicum here at the library. Darin is a “non-traditional” student with various life experiences and seems to have the heart and the skills to be a good social worker. I would be happy to have Darin complete his practicum here at the library and he understands that this is uncharted territory where we will not have everything all mapped out for him. The idea of being the first in helping establish a new program is of great interest to Darin.

The library hosted a program on safety for senior citizens on July 19. Loren Hamilton from the Morgan and Scott County Crime Stoppers gave a very good presentation on safety, both at home and online, for seniors. He also gave many great tips for seniors who travel. A nice sized group had plenty of questions after his program was complete and Loren was able to stick around to answer them all.

On July 18, the library had its annual Elevator Inspection. After having to make modifications to our elevator due to new regulations in the past, I hold my breath each year at inspection time. For the second straight year, we passed with “flying colors”. I have submitted the inspection report, along with the application (and fee) for our yearly license to the State Fire Marshal, who is in charge of Elevators in Illinois. We should be receiving our new certificate soon.

Other tasks keeping me busy in July were collection development, program planning, public relations (including our monthly radio spot on the morning of July 20), web site and Facebook maintenance, and maintaining the day-to-day operations of the library.

Adult Services

In July, Hillary worked with Chris on Bookstock preparations, including print advertising and promotion on social media. She arranged a presentation with the Morgan and Scott County Crime Stoppers on the topic of Senior Security. She also produced the August newsletter and distributed it to several different media and social service outlets in the area.

Hillary maintained the library’s website with frequent updates, and advised patrons on specific Internet and word processing tasks on the library’s public computers. In addition to questions about downloadable eBooks and audiobooks, she took a technology appointment and assisted patrons with one of the library’s newest resources, Rocket Languages. She also answered several general reference questions as well as

research questions about Jacksonville history and genealogy. Hillary also contributed to the weekly Shelf Life newspaper column.

Interlibrary Loan/Holds

In July, there were 822 items borrowed from other libraries; 749 items lent to other libraries; and 616 reciprocal circulations.

Circulation Services

July was an incredibly busy month at the circulation desk. The Adult Summer Reading Program was in full swing and it was quite obvious as all staff were very busy keeping up with circulation, card applications and shelving. Circulation was up more than 1,000 items over July of last year. There were 392 participants in the Adult Summer Reading Program, this year as well, which is up from 220 participants last year.

Two of the library's pages are going away to school in August. Due to this fact, Sarah interviewed a number of candidates for the open positions and hired three new people: Brittany Overby, Lauren Leischner, and Sadi Ghimire. Sarah spent the tail end of July training the new hires and will continue to do so into the month of August.

Sarah also spent time planning a program for the solar eclipse on August 21. She contacted a handful of Illinois College and MacMurray professors to do a lecture preceding the event, but everyone who is interested in the eclipse is travelling to southern Illinois to see the totality. Instead, the library will be showing a documentary, having a few crafts for all ages, providing glasses for the event and having some snacks. Sarah publicized the event and it has been well received by patrons in the library and on social media. Sarah spoke to Dr. Corey at Illinois College and she will be spreading the word there as well. Last but not least, Sarah has been writing weekly blog posts as time permits, helping patrons with technology issues and completing weekly updates on the public computers as needed.

Extension Services

July closed out another Adult Summer Reading Program. Twenty-Seven homebound patrons read at least five books and were able to claim a prize. Joyce Kreger claimed top honors by reading 60 books, which is amazing considering that she is an active member of the Jacksonville Senior Center quilting group, cooks and bakes regularly for the New Directions homeless shelter and is busy with church activities. Everyone who participated enjoyed collecting prizes. Homebound patrons also enjoyed sampling baked goods from Diane's entries in the Morgan County Fair.

The Knollwood Book Club met on July 14, followed by the Jacksonville Area Senior Center Book Club on July 18, with both groups discussing "Our National Parks" and comparing favorite vacation trips.

Diane attended the Morgan County Professionals for Senior Wellness meeting at Heritage Health on July 6 and the Business After Hours held to celebrate JACIL's 20th anniversary on July 27.

Youth Services

Youth Services had an amazing July. The summer reading program, "Read S'more Books", was all about the great outdoors and the kids had lots of fun! Many people visited the library every day for programs or just to look around. Cindy hosted movies on Mondays and Entertainers on Tuesdays. She had Ken Bradbury's Improv group back again along with singer Jeanie B., but also had the Rope Warrior for the first time this year. The Rope Warrior holds the Guinness Book World Record for jump roping on his bottom! Cindy had to have his show outside because the meeting room ceilings were too low for him.

Youth Services continued with the Garden Club, but it was a hard year for the garden. The kids only pulled a handful of red tomatoes, even though there are plenty of green ones out there! Some produce is coming in, but others are struggling. Cindy had a nice crowd for Story Time each week and the crafts were popular as well. Summer reading closed with a show by Ronald McDonald and end-of-the-program prizes were handed out.

264 kids participated in this year's summer reading program. Cindy went through 85 shirts, 96 wind chimes, an entire roll and a half of aluminum foil, 60 bags of chips, 40 bracelets, 60 felt bags, 62 file folders, 28 spinners, 300 small cubes, and 96 sand art projects.

Technical Services

Lauren continued to excel in her new role as cataloger. With Linda's cataloging assistance and Heidi's and Kim's efficient processing of materials, things ran very smoothly in Technical Services.

COMMITTEE REPORTS

Automation/Technology

None

Building and Grounds

None

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported that the next Friends Book Sale would be held at the library on Saturday September 9. Keaton suggested that the Friends hold their book sale in conjunction with the Bookstock Music Festival on Saturday September 23. Ashmore liked the idea and will run this by the Friends at their next meeting.

RAILS/RSA

Ashmore reported on an upcoming software upgrade for the SyrsiDynix circulation software the library uses.

OLD BUSINESS

Ashmore reported that Cory Street had completed the sealing and restriping of the library's parking lot. The appearance of the lot has received many compliments. The total cost came to \$3,500 and will be paid with September bills.

NEW BUSINESS

Ashmore requested that the date of the regular October board meeting be moved from Tuesday October 10 at 4:30 PM to Monday October 9 at 4:30 PM. To accomplish this, the library will need to be open regular hours on Monday October 9 (Columbus Day) to satisfy the requirements of the Open Meetings Act. In the past, the library has usually been closed on this day for a staff in-service.

Keaton made a motion for the library to be open regular hours on Monday October 9 and that the regular October board meeting be moved from Tuesday October 10 at 4:30 PM to Monday October 9 at 4:30 PM. Motion seconded by Roth. Motion carried. Ashmore will send out proper notification of this change in meeting dates.

Ashmore reported on some water that soaked through the top floor ceiling tiles from one of the rooftop HVAC units. After this problem was fixed, he set up a quarterly maintenance schedule with Doyle Heating and Plumbing for the library's HVAC units.

Underbrink made a motion to adjourn the meeting at 5:32 PM, seconded by Eckhoff.
Motion carried.

Respectfully submitted by Chris Ashmore