

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

March 8, 2021

The regular meeting of the Jacksonville Public Library Board of Directors was held March 8, 2021 in the meeting room of the Jacksonville Public Library. The meeting was also made available virtually via Zoom. Present were President Mary Ferguson, Forrest Keaton, Noel Beard, Kevin Eckhoff and library director Chris Ashmore. Ted Roth, Craig Albers and Elizabeth Kennedy were present via Zoom. Absent were Katie Weeks and Lisa Haley.

President Ferguson called the meeting to order at 4:33 PM.

Beard noted that the minutes of the February board meeting should be corrected to remove personal Covid-19 information from the Director's Report section. It was moved by Beard and seconded by Eckhoff that the minutes of the February Board Meeting be accepted as amended. A roll call vote was taken. 6 Yea, 0 Nay. Motion carried.

It was moved by Eckhoff and seconded by Roth that all financial reports for March be approved and that all properly approved bills for March in the amount of \$56,829.93 be paid out of general funds as funds are available. A roll call vote was taken. 6 Yea, 0 Nay. Motion carried.

Ferguson reported on the Endowment Fund balance as of February 28.

Director's Report

February started as a slower than usual month, mainly due to the cold temperatures, snow and ice. By the end of the month, temperatures rose and things began to pick up again.

During the first week of February, Matt Martin finished installing and setting up the new videoconferencing equipment. The equipment was used at our regular February board meeting and worked very well. When we are able to have more activity in the meeting room, this equipment will be a wonderful tool for staff and patrons to use.

I met with the library's supervisors (Sarah, Cindy, Bridget and Heidi) in February to discuss several things. The RAILS library system reduced their quarantine time for delivery materials to 24 hours and we decided to follow suite and reduce our quarantine time to 24 hours. The feeling now is that the Covid-19 virus is much more of an airborne virus than a virus transmitted through touch.

At the supervisor's meeting we also held discussions about whether to begin to add some in-person programming this summer and, if so, how to implement this. As you know, it is hard these days to plan a week ahead, let alone three months in advance, but we tried to cover all scenarios. Obviously, when we enter Phase 5 of the Restore Illinois Plan, we will be able to go back to "business as usual" and hold on-site programming. Since we do not have a crystal ball, no one knows when this will happen. Summer Reading begins in June, and I do not think we can count on being in Phase 5 by that time. So the question became, what can we do on-site if we are still in Phase 4 this summer.

Our decision was that we can hold programs on-site this summer, as long as we follow the guidelines laid out in Phase 4 for Meetings and Events. These guidelines require the big three: social distancing, capacity limits and mask wearing. Any event held inside will be limited to 8, which is all we can currently hold in our meeting room while following social distancing guidelines. As long as social distancing is required in the library, the chairs will remain in the meeting room. Cindy may hold some small gatherings in the meeting room if she can keep the kids separated and masked, but if we are limiting the inside gatherings to such a small number, it may be better to keep the program virtual. As an aside, when things are "back to normal", Cindy and Sarah both plan on having as many programs as possible both in-person and virtual.

Both Sarah and Cindy plan on doing some outdoor programming this summer. We can have a much larger group in the back green space, while still practicing social distancing. Also, outside is much safer than inside, as far as Covid transmission. There exists a maximum of 50 at an event under Phase 4 guidelines. The plan at this time is to have performers and some other programs, including movies on a new screen we are purchasing, outdoors this summer. Of course, everything will change if and when we enter Phase 5.

We also plan on running the "Books on Wheels" program this summer, while following proper mask and social distancing guidelines. If we can circulate materials inside, it is actually safer to do the same outside.

Other tasks keeping me busy in February, were a radio appearance on WLDS; the library's Shelf Life column for the *Jacksonville Journal-Courier*; writing the weekly advertisement for *The Source*; as well as web site and Facebook maintenance.

Adult Services

The Adult Services department had a really great month. Sarah had six technology appointments and helped patrons with other daily technology questions. Cindy and Sarah worked together to get the Youth Services programs uploaded onto Facebook. Sarah also spent time promoting events using social media, sending items to local

media outlets and more. She 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. Sarah also continued weeding books to create room on the shelves upstairs.

Sarah had two live virtual events on Zoom in February. One was entitled “African-American Heroes and Heroines”, in celebration of Black History Month, supported by a Healing Illinois grant. This event was very well-attended, and many viewed the recording as well. Sarah prepared and presented the other program entitled “Free Google Tools” in which she described the basics of how to use Google Drive, Docs, Sheets, and Slides. The live event was well-attended and the recording was requested many times as well. Sarah also facilitated a Zoom program with the Young Explorers Club with Allen Yow and Ed Anderson about how to make maple syrup and decipher tree rings. The program was very informative and the program’s recording has been well-received.

Sarah researched items to purchase for the collection and placed book and AV orders as needed. She also put up a new display of books. She attended a webinar entitled “Libraries and Technology in the Post-Pandemic Landscape.” A lot of great ideas about how to make the upcoming transition were presented. Last but not least, Sarah attended a free virtual conference that was put on by Library Journal with several helpful sessions about how COVID is changing libraries, how to fight misinformation and more.

Interlibrary Loan/Holds

In February, there were 1,337 items borrowed from other libraries; 794 items lent to other libraries; and 391 reciprocal circulations.

Circulation Services

The library continued to provide amazing service to every patron that walked in the door during the month of February. The Circulation Staff was very busy sanitizing everything and helping people on the computers and microfilm. 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 the pandemic.

Bridget pulled books from the ‘new’ shelf that were no longer new and changed their locations in the catalog. She has also worked on the library’s Pinterest account and kept the Pinterest pages up to date. Bridget kept track of the ISD and ISVI books to see if they had been turned in at the students’ home libraries. She also mailed out the

overdue notices every day, comparing the information with the patron's accounts to make sure the items had not been turned in yet.

Bridget continued to work on weeding books to make room for all the new books that have been switched over to the main stacks. She started putting labels in all books so that patrons can pencil in their initials to keep track of what they have read. Bridget also made a 2021 Bookshelf Bookmark. Patrons can write titles they have read on the bookmark and track what they read in 2021. Bridget also removed and updated patron emails based on reports sent by RSA.

Extension Services

Outreach Services continued the "new normal" routine of bringing packages of books to residents in nursing homes in Jacksonville and, with the help of the facility staff, bringing back the returned books. Heidi delivered to many individual homebound patrons, as well. Seven new Outreach patrons were added in the month of February.

Heidi attended the Morgan/Scott/Greene Interagency meeting hosted by Passavant Hospital. Many social service agencies were represented and shared news and basic information about their services. Heidi told them about the Outreach program, as well as other services the Library offers (computers, tech appointments, virtual programming).

Youth Services

February brought another month of virtual programs for Youth Services. Cindy posted Story Time videos and STEAM videos each week. Cindy also attended a virtual meeting about serving children with Autism, which was enlightening.

Technical Services

Lauren continued to excel in her role as cataloger. With Linda's cataloging assistance 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

None

RAILS/RSA

None

Old Business

None

New Business

None

There being no further business, the meeting was adjourned at 5:07 PM on a motion by Beard, seconded by Eckhoff.

Respectfully submitted by Chris Ashmore