

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

May 8, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held May 8, 2017 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, Ted Roth, Katie Weeks, Craig Albers, Robert Underbruink, Adult Services Librarian Hillary Peppers and Library Director Chris Ashmore.

President Ferguson called the meeting to order at 4:35 PM.

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

It was moved by Eckhoff and seconded by Kennedy that all financial reports for May be approved. Motion carried.

It was moved by Albers and seconded by Roth that all properly approved bills for May in the amount of \$54,139.41 be paid out of general funds as funds are available. Motion carried.

At this point, Ferguson reported on the latest Endowment Fund Report. She also reported on an email she received from Kurt Gwillim asking whether the library would like Endowment Fund investments to include the real estate sector.

Ashmore passed around a signature sheet for those authorized to make changes to the Endowment Fund to sign. He also asked about setting up a meeting with Kurt Gwillim to discuss the status of the library's Endowment Fund and current investment strategy. Because several board members will be absent from the June board meeting, Ashmore will invite Gwillim to the July board meeting.

Director's Report

April was another fun and productive month at the Jacksonville Public Library. We held two Music Under the Dome concerts – Ken Bradbury on Sunday, April 2 and Anna and Bethany Ferraro on Sunday, April 23. Both of these concerts were tremendous and highly attended. The Ken Bradbury show almost doubled our previous record attendance for a Music Under the Dome concert, as approximately 200 people managed to fit into the library to hear the performance. Every single chair in the library was in use; people were sitting behind our circulation desk; and others were sitting on tables in both reading rooms. Ken was accompanied by Caleb Holaway, a Jacksonville

High School senior and very talented musician who also worked here at the library for almost two years. It was a great show.

While not as well attended as the Bradbury concert, Anna Ferraro, pianist, and Bethany Ferraro, violinist, put on a wonderful concert entitled "Springtime in Vienna". Over ninety people attended this concert to hear these two classically trained musicians. The talent in Jacksonville never ceases to amaze me. Unfortunately, due to some health concerns, we have had to cancel our last Music Under the Dome concert, scheduled for May 7 and to have featured organist Rudy Zuiderveld and flutist Anne Marie Stahel. I hope to be able to schedule them for this fall.

In addition to the concerts, Hillary arranged for two excellent programs in April. On April 1, the library and the Morgan County Historical Society co-sponsored a program at the library about the Civilian Conservation Corps. There was a CCC camp outside of Jacksonville for two years in the 1930s. Speaker Bill Jamerson spoke about this camp and the CCC in general and also played part of a DVD he produced and shared excerpts from a book he had written. A nice crowd of over thirty people showed up for this event and many stayed to ask questions and purchase Jamerson's book. On April 19, Hillary arranged for a representative from the Social Security Administration to speak about registering with Social Security and applying for benefits. After the talk, one-on-one assistance was provided.

Many regular programs were also held in April. The English conversation group met every Thursday morning; the Poetry group met on April 19; the Book Club met on April 27 to discuss the book *King Peggy* by Peggielene Bartels; and this season's final Humanities Film Series film was screened on April 20. Dr. Jeannie Zeck of MacMurray College introduced the film *The Great Debaters* and led a nice discussion after the film.

In addition to the above events, I was kept busy in April attending meetings, including two Jacksonville Main Street meetings and a meeting with CDS Technologies about a contract for a new copy machine that will scan documents and print in color. Other tasks keeping me busy in April included Facebook and web site maintenance, collection development, planning for upcoming programs (including Bookstock 2017) and maintaining the day-to-day operations of the library.

Adult Services

April was a busy month, with Hillary assisting several patrons with unique requests pertaining to end of semester assignments and local history research requests. Additionally, she prepared advertising for upcoming programs including the Women's Self Defense workshop scheduled for May and the upcoming author visit with E. Ed Traylor.

Hillary continued to work on the Yearbook Project. The last of the Jacksonville High School yearbooks have shipped and after they are received, she will begin to collect Routt Catholic High School yearbooks. This month the library received a generous donation of historical postcards and books with local interest. She has worked to incorporate them into Special Collections.

Hillary oversaw the progress on the new website, as well as updated the library's current site with information on library events and collection related information. She helped several patrons with e-books, advised dozens of patrons on computer related questions, as well assisting on microfilm related questions and Special Collections resources.

Interlibrary Loan/Holds

In April, there were 848 items borrowed from other libraries; 554 items lent to other libraries; and 624 reciprocal circulations.

Circulation Services

The Circulation department continued to provide great customer service to all Jacksonville Public Library patrons. Sarah spent time in April getting ready for computer classes in May. The new classes will be at an intermediate level so a new curriculum had to be designed. Topics will include Internet safety, search techniques, image editing basics, and wearable technology. She created promotional material for the class including website content, flyers, Facebook posts and a press release. At this point, there are seven patrons signed up for the class and she hopes to get even more.

Bridget finished withdrawing books in the science fiction and fantasy section that had not been checked out in over 2 years. She then shelf-shifted items in the area to make it look neater. Sarah helped patrons with technology issues as needed on their own devices and on the public computers. The adult services department was also busy gearing up for the Summer Reading Program for adults. This year, letters were sent to those businesses who sponsored the program last year, rather than the wide net that was cast last year. We hope to receive a similar response in terms of donations this year in order to support the growing participation in the program. Overall, it was a busy, but productive April.

Extension Services

April showers did not slow down the deliveries to our homebound patrons -- since many of them were spending more time indoors, they had more time for reading!

Diane attended the Morgan County Professionals for Senior Wellness meeting at Heritage Health on April 6 and the Morgan/Scott/Greene County Planning Committee meeting at Passavant Hospital on April 13. West Central Mass Transit and local service agencies are still struggling for funds due to the lack of a state budget.

The Book Clubs at Knollwood (April 7) and at the Jacksonville Senior Center (April 18) discussed "American Poetry" featuring Sandburg, Nash, Dickinson, Lindsay and other well-known poets. Many of the participants remembered memorizing poems for school assignments.

Youth Services

The tale of Youth Services in April was a tale as old as time. Cindy kicked off the month with a *Beauty and the Beast* themed tea party to celebrate the new creative play area. Sixty kids attended (some in costume) and we had a beautiful young Belle, as well as butlers to serve the children.

The rest of the month ran smoothly with regular programs including Baby Steps, Story Times, Lap Sit and Lego Club. The children made straw rockets at the science story time, which was a lot of fun. Cindy also began her school visits for the summer reading program. Next month will be even more full of events and school visits for Youth Services.

Technical Services

Cataloger Diane Darnell worked with new cataloger Lauren Beauchamp for approximately three weeks before her last day on April 27. Lauren is doing quite well and is getting more and more comfortable with cataloging, but plans are for Linda to continue to work with her for as long as needed until she feels completely comfortable working independently.

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

Ashmore updated the board on the status of the water leaking into the library's east reading room. Doug Megginson, from Neff-Colvin, came to the library and confirmed his suspicion that the water was getting into the library through a hole in the guttering. He will be back to the library shortly to repair the hole in the guttering and check the rest of the terra cotta guttering for further holes.

NEW BUSINESS

Ashmore reported on an incident that occurred where a patron drove over two curbs and broke a section of the library's wooden fence running along the alley on the west side of the parking lot. He has received a repair estimate from Turner Tree Services and given the estimate to the driver to pass on to her insurance.

Ashmore reported that the library has set up a regular radio spot on WLDS on the morning of the third Thursday of each month. Gary Scott will interview Chris or another staff member about activities and services at the library.

Ashmore reported that Zumbahlen, Eyth, Surratt, Foote & Flynn completed the library's annual audit, which is done as a part of the City of Jacksonville's audit. Everything went very well.

Ashmore brought up the question of setting a Personnel Committee meeting to review the library's current Personnel Policy. It was decided that something would be set up for later in the summer, after the fourth of July.

Keaton made a motion to adjourn the meeting at 5:24 PM, seconded by Beard. Motion carried.

Respectfully submitted by Chris Ashmore