

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

May 10, 2021

The regular meeting of the Jacksonville Public Library Board of Directors was held May 10, 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, Ted Roth, Lisa Haley, Kevin Eckhoff, library director Chris Ashmore and guest Jamie Cosgriff. Craig Albers and Katie Weeks were present via Zoom. Absent was Elizabeth Kennedy.

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

Guest Jamie Cosgriff, from Graham and Hyde Architects, reviewed the three issues that still needed to be worked out with the Courtyard Renovation Project. One was a minor plumbing issue that will cost the library about \$1,000 more than anticipated. Two was the fact that subcontractor Morthole did not include both landscape retaining walls when making his bid and thus underbid. Three was reluctance on the part of subcontractor Gano to proceed with the ice melt installation without some type of “guarantee” by the manufacturer.

After some discussion it was decided by the board that 1) The slight increase in plumbing cost was not an issue, as we built \$10,000 into the contract for unforeseen circumstances. 2) Jamie would go back to Steve Morthole with a counteroffer to split the added masonry cost 50/50 between himself and the library. 3) Jamie would let Gano know that the board would like to proceed with the ice melt portion of the project, although there is no technical “guarantee” by the manufacturer.

No board action was necessary. Cosgriff saw no issues with the board’s decisions and thought that the project would begin very soon.

It was moved by Keaton and seconded by Beard that the minutes of the April Board Meeting be accepted as submitted. A roll call vote was taken. 6 Yea, 0 Nay, with Roth voting present. Motion carried.

It was moved by Beard and seconded by Eckhoff that all financial reports for May be approved and that all properly approved bills for May in the amount of \$47,890.41 be paid out of general funds as funds are available. A roll call vote was taken. 7 Yea, 0 Nay. Motion carried.

Keaton reported on the Endowment Fund balance as of April 30, 2021.

Director’s Report

April was another steady month at the Jacksonville Public Library. Several Covid-19 Guidelines were adjusted at the beginning of the month. Maximum Capacity was increased to 78 people; the one-hour time limit was eliminated; the limit of four for groups entering the library was eliminated; and the meeting room capacity was increased to 16. The mainstay rules of mask wearing and six-foot social distancing will likely be with us until we return to “normal”, whenever that may be.

Things went well with these rule changes. Groups slowly came back to meet in the meeting room of the library, including Chess Club, Girl Scout Troops, Tutoring and more. Cindy also began holding in-person Story Times in the meeting room, while maintaining virtual Story Times.

It appears as though the State of Illinois will soon be entering the “Bridge” phase of its Restore Illinois Plan. This move will not have much of an effect on the library, as it only increases capacity limits for certain settings. We will be able to increase the capacity limit for the library proper and for any events we hold in the green space this summer, but our capacity for the conference and meeting rooms is set by the ability to social distance which will still be required.

The Governor is talking about entering Phase 5 by July 4 if things keep going well, but it is still unclear what that means. The only language he uses is “fully reopen”. From what I can tell, this simply means all businesses may reopen with increased or no capacity limits, but masks and social distancing are still likely to be required. So much for Phase 5 meaning back to “normal”. I hope I am wrong. We will have to wait to see how this all plays out.

Some good news -- it is looking more and more like we will not have to require masks at outdoor events. The CDC, followed by the State of Illinois, is now allowing fully vaccinated people to go mask less in most outdoor scenarios where social distancing can be maintained, and it looks like it is very rare to contract the virus mask less outdoors even if unvaccinated, as long as social distancing is enforced. It would be too much of a mess to try to check vaccine cards at the gate and then enforce who should be wearing masks. Inside the library, not outside, is where we must stay vigilante about masks.

We began looking at ways that we can promote the library and the services we offer and remind people that we haven't gone away during this pandemic. We have plans to start setting up a table at the Lincoln Square Farmers Market this summer, at least on an every other Saturday basis. We are also on the lookout for other outdoor events where we may have a presence.

An i3 Broadband representative made contact with me in late April. He wanted to examine our Internet setup and the building in general to see how they might lay the

fiber and bring it into the library. I spoke with Matt Martin and he plans on being here to assist with the fiber setup, whenever that may occur. I am not sure when the fiber Internet will be installed. In case this happens before the end of June, Matt and I decided that the best thing to do as far as our Frontier/E-Rate commitment which lasts through the end of June is to go ahead and hook up the fiber Internet, but continue to run Frontier broadband as our main connection through the end of June. Once the E-Rate commitment ends at the end of June, the Frontier Internet service will cease and we will run the i3 Broadband fiber service only. If we are not connected to fiber until after the end of June, there should be no problem dropping Frontier and going with i3 Broadband at that time.

Other tasks keeping me busy during April included web site and Facebook maintenance, collection development and maintaining the day-to-day operations of the library.

Adult Services

The Adult Services department had a great month. Sarah had 6 technology appointments and helped patrons with other daily technology questions. Cindy and Sarah worked together to get the virtual Youth Services programs uploaded onto Facebook. Sarah also spent time researching and promoting events and library services using social media, sending items to local media outlets and more. She worked on many research projects with patrons relating to local history and genealogy and helped with other daily reference questions. Sarah updated the blog, social media and website as time permitted. She also continued weeding books to create room on the shelves upstairs.

Sarah had two live virtual events in April. The first event was a fireside chat with John Sandford and Carl Hiaasen—two incredibly popular authors. The event was made possible through a partnership with many other libraries in RAILS. Our patrons were able to send in their questions and listen to an entertaining chat between two longtime friends; we received great patron feedback. The library also hosted another event called “Little Fashionista on the Prairie” about Laura Ingalls Wilder and fashion with Laura Keyes who has presented at the local Chautauqua in years past. The event was very interesting and engaging and we received good patron feedback on this one as well.

Sarah also researched items to purchase for the collection and placed book and AV orders as needed. She put up a new display of materials. Last but not least, Sarah attended two continuing education webinars. One was with representatives from the U.S. Census Bureau; they explained how to use the recently released census data in libraries for genealogy, programming and more. The other webinar was about marketing

using infographics. This event was informative and hands-on; Sarah is excited to put what she learned to use.

Interlibrary Loan/Holds

In April, there were 1,033 items borrowed from other libraries; 818 items lent to other libraries; and 368 reciprocal circulations.

Circulation Services

The library continued to provide amazing service to every patron that walked in the door during the month of April. The Circulation Staff was very busy with 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 can just check out their books and not have to look around during Covid-19.

Bridget pulled books from the 'new' shelf that were no longer new and changed their locations in the catalog. She 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 student's home library. Bridget mailed out overdue notices every day, comparing the information with the patron's account to make sure the items had not been turned in yet. She continued to work on weeding the books to make room for all the new books that have been switched over. Bridget also continued to put labels in all the books so that patrons can initial to keep track of what they have read. She also removed and updated patron emails based on reports sent by RSA, and worked on getting everything ready for this summer's Adult Summer Reading Program and Books on Wheels Program.

Extension Services

April was a busy month in Outreach Services. Heidi attended the Senior Wellness Meeting at Prairie Council on Aging, as well as the Morgan/Scott/Green Interagency Meeting run by Passavant Hospital. Social agencies from all over the region discussed their services and shared information for everyone's benefit.

The rest of the month was busy with visits to the senior care facilities, homes and apartment buildings. Several new homebound patrons were added to Heidi's list of deliveries. New books were purchased and added to the Large Print Collection.

Youth Services

April was an exciting month for Youth Services, as Cindy started hosting the 10 AM session of Story Time in person again! She used the meeting room and the TV to allow everyone to see the book since we are keeping 6' of distance between families. The kids loved seeing each page of the book up on the big screen.

It took the whole month to get our numbers back to where they were before the Pandemic, but story time numbers are growing and families are coming back. Cindy will add the 3 PM Story Time in May. Cindy continued to maintain virtual programming, including Story Time, the three STEAM groups, and Lego Club.

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 5:20 PM on a motion by Roth, seconded by Haley.

Respectfully submitted by Chris Ashmore