

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

November 13, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held November 13, 2017 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Kevin Eckhoff, Forrest Keaton, Katie Weeks, Ted Roth, Craig Albers, Robert Underbrink, Library Director Chris Ashmore and Adult Services Librarian Hillary Peppers. Absent was Elizabeth Kennedy.

President Ferguson called the meeting to order at 4:31 PM.

It was moved by Keaton and seconded by Albers that the minutes of the October board meeting be accepted with a correction to the spelling of Eckhoff's name in the first paragraph. Motion carried.

It was moved by Eckhoff and seconded by Beard that all financial reports for November be approved and that all properly approved bills for November in the amount of \$59,466.37 be paid out of general funds as funds are available. Motion carried.

At this time, the board noted that the library had spent over the Professional Travel and Dues line item, due to the fact of not receiving the FY 2017 Per-Capita Grant money yet, which would have been spent on travel and dues.

Ferguson reported the balance from the latest Endowment Report.

Director's Report

October was another busy and productive month at the Jacksonville Public Library. Hillary and I attended the Illinois Library Association annual conference in Tinley Park, IL from October 10-12. It was a good conference where several program ideas and techniques for attracting new patrons were learned.

On October 15, the library hosted singer-songwriter Wil Maring and guitarist Robert Bowlin. They put on a fantastic show for a crowd of seventy people. The Friends of the Library held their annual meeting on the evening of Tuesday October 24. At this meeting, board members and officers were elected and the Friend of the Year award was given out. Don Pigg was this year's Friend of the Year. Don has helped the past several years with the children's garden program and the adult gardening lecture series. He has put in countless hours as a volunteer during this time. After the business portion of the Friends meeting, local author Adam Smith gave a talk about his 2017 book *The Bravest You*. Adam, a part owner of Brown's Shoe Fit, then sold and signed copies of his book for those in attendance.

On the evening of Thursday October 26, I attended the Washington Elementary Parents Academy as a guest speaker. Parents could go from session to session, learning various things to help their child with school. My program, called "Getting to Know Your Public Library", was delivered to two very enthusiastic groups. Later that evening, I attended the library's second book club meeting of the season. A group of twelve had a nice discussion about the book *Being Mortal* by Atul Gawande.

Hillary held two different programs on Halloween night. The library hosted a FAFSA workshop for students and parents, where a representative of the Illinois Student Assistance Commission was available to answer questions and to walk students or parents through the FAFSA application process. Also that evening, ghost hunters Loren Hamilton and Sylvia Shults gave a presentation on investigating paranormal activities. Over twenty attended this program and had many questions to ask.

Our spring practicum student from MacMurray College spent a half day at the library, interviewing all staff who interact with the public. The purpose of these interviews was to help complete a picture of what types of issues he will most likely encounter when he starts as a social worker in January.

Like most months, I attended several meetings, some more productive than others. The English Conversation Group now meets each Tuesday morning from 9:30-10:30 AM due to a conflict with a Lincoln Land class that several of the members are taking. In October, the group met five times. I met with Juliana Laumakis on October 17. Juliana is the new Adult Literacy Coordinator at the Jacksonville and Beardstown campuses of Lincoln Land Community College. This was simply an introductory meeting to discuss ways the library could help partner with LLCC on this important program. Other meetings in October included a Finance Committee meeting to approve the 2018 budget and 2017 levy (payable in 2018), a Personnel Committee meeting to review the library's current personnel policy and a couple of Jacksonville Main Street meetings.

Adult Services

In October, Hillary worked with me in reviewing and revising the library's personnel policy. She attended the Illinois Library Association's annual conference where she attended several sessions. It was a great conference, which is informing her 2018 program planning and expanding her material review resources. She also began to withdraw outdated health books and replace them with updated materials.

Hillary maintained the library's website and Twitter account with frequent updates. She produced the November newsletter and distributed it to a variety of local media and social service providers. She performed numerous reference requests as well as

several specific genealogy and local history queries, including work with Illinois College students working on senior papers.

Interlibrary Loan/Holds

In October, there were 1,120 items borrowed from other libraries; 840 items lent to other libraries; and 420 reciprocal circulations.

Circulation Services

The circulation department continued to provide great customer service during the month of October. The circulation desk was relatively busy with our regular flow of patrons along with a number of students visiting after school.

The circulation staff worked on a number of projects in October. Circulation staff searched the library for books that have gone missing while in transit from other libraries. Bridget withdrew 94 nonfiction books. Linda worked on re-cataloging the horror books so that they can be shelved in the regular fiction section. After she finished that project, Bridget shifted so that there would be more room in the mystery section. Sarah worked on calculating the prior month's circulation statistics. She also went through a number of DVD donations to include some of them in the library's collection. Sarah has also continued her outreach effort at the Spirit of Faith soup kitchen by reading to kids after school.

Sarah will be teaching a Windows 10 class from November 14-December 5. Lincoln Land here in Jacksonville will be hosting. Throughout the month, Sarah has been preparing for this class and a number of patrons have already signed up. Sarah has also continued to write blog posts as time allows. Sarah created a report of all of our patron's e-mail addresses so that the library could start sending out an e-newsletter. As a result, she modified the language of the library card application to allow patrons to opt out of receiving library communication. Sarah also e-mailed RSA to let them know what days the library will be closed in 2018 so that due dates can reflect this. Last but not least, circulation staff worked on a project to make sure all of the library's new books are shelved in the correct area.

Extension Services

October deliveries brought candy treats in addition to books and DVDs to our homebound patrons. The Prairie Council on Aging Senior Day at Hamilton's on October 23 offered a great opportunity for Diane to display large print books and explain how to operate a Talking Book player, while answering questions about library services in general. Over

130 seniors stopped by the library display to ask questions about library cards, reciprocal borrowing, local and family history records and programs such as Music Under the Dome.

Diane attended the Morgan County Professionals for Senior Wellness meeting at Heritage Health on October 5 and the Morgan/Scott/Greene County Planning Committee meeting on October 12, which was held across the street from the library at the Dreams Foundation building.

The Knollwood Book Club met on October 13 to discuss Columbus Day and early European travels to the Americas, while the topic for the October 24 Jacksonville Senior Center Book Club was "Cats and Dogs" featuring fiction and nonfiction titles about our animal friends.

Bridget did a little shelf shifting to adjust spacing on some of the large print shelves. General weeding of the collection will probably be scheduled for early 2018. Currently only damaged books are being weeded out, since so many books were removed last year.

Youth Services

October brought in a new season in Youth Services, the season of class visits. Along with normal Story Times, Lego Club and Lap Sit, Cindy had a couple of classes come to visit and a lot more visits planned for November. Cindy also attended the Children's Foundation meeting to give her report on the grant received for the play area this year and to apply for another grant to create a STEAM/makerspace area in the Story Time room.

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

Ashmore reported that the new adult services circulation desk was completed and installed in early November.

Ashmore reported that all of the library's carpeting was cleaned in October.

Finance

Ashmore reported on discussions with City Clerk Bradshaw about receiving a lower amount of replacement tax money in 2018 than in past years. Bradshaw was not sure yet how the City was going to deal with this shortfall. It was decided the best course of action was to leave the library's 2018 budget already handed in to the City as is, rather than trying to adjust to a lower amount of replacement tax income. If we end up receiving less in replacement tax income in 2018, we will simply deal with that loss of income. The important part of the budget is the spending part, which will not be affected.

Personnel

Ashmore reported on the Personnel Committee meeting held on October 23. The committee ended up going over the policy word by word from beginning to end. Several minor changes were suggested. In addition, a couple of major issues arose. The library is not paying its hourly employees frequently enough and some salaried employees may need to become hourly employees due to being non-exempt under the Fair Labor Standards Act.

Ashmore and bookkeeper Kim Pohlman met with attorney Amy Jackson on November 2 to discuss these issues. Jackson will get back to Chris with answers to the main questions about how often to pay hourly employees and how to pay non-exempt employees. Ashmore will then complete all changes to the library's personnel policy and meet one more time with Jackson to make sure the personnel policy and the way the library pays its employees is in line with the law. We anticipate implementing any payroll changes in 2018.

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported that the Friends of the Library held their annual meeting on Tuesday October 24. At this meeting, they elected board members and officers, awarded the Friend of the Year award to Don Pigg and hosted guest speaker Adam Smith who talked about his book *The Bravest You*, as well as signing and selling copies of the book.

RAILS/RSA

None

OLD BUSINESS

None

NEW BUSINESS

None

Underbrink made a motion to adjourn the meeting at 5:01 PM, seconded by Keaton.
Motion carried.

Respectfully submitted by Chris Ashmore