

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

October 9, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held October 9, 2017 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Forrest Keaton, Elizabeth Kennedy, Katie Weeks, Craig Albers, Robert Underbrink, Library Director Chris Ashmore and Adult Services Librarian Hillary Peppers. Absent were Ted Roth and Kevin Eckhoff.

President Ferguson called the meeting to order at 4:32 PM.

It was moved by Kennedy and seconded by Underbrink that the minutes of the September board meeting be accepted as submitted. Motion carried.

It was moved by Albers and seconded by Beard that all financial reports for October be approved and that all properly approved bills for October in the amount of \$58,132.09 be paid out of general funds as funds are available. Motion carried.

Ferguson reported the balance from the latest Endowment Report.

Director's Report

September was an eventful month at the Jacksonville Public Library. The major program of the month was our second annual Bookstock Music Festival on Saturday September 23. I was somewhat disappointed at the turnout, but we could not have anticipated record high temperatures in the mid-90s, which definitely affected attendance. Overall, probably 150-200 people came through the green space that day, but there were never huge crowds at any one time. Hillary and I would like to keep this event going and are brainstorming ideas to improve attendance -- short of controlling the weather. One attendee has promised us a \$500 gift for next year's show, which his employer, State Farm Insurance, will match. To give this donation and match a "trial run", he has already sent a \$250 check to be used on whatever we want that will also be matched by State Farm. As you will see below, the library also hosted a Children's Music/Storytelling Festival in the meeting room that same day and the Friends of the Library made over \$400 at their book sale, which was also held outside in the green space.

We had a very nice turnout for our first Music Under the Dome concert of the 2017-2018 season. On Sunday September 17, Anna Ferraro delighted approximately 75 people with her program "Riverside Hymns and Spirituals". This was another chance to use the library's piano.

On Saturday September 16, Jacksonville native and current St. Louisan Sarah Angleton gave a program on her book *Launching Sheep and Other Stories from the Intersection of History and Nonsense*. The book is a collection of posts from Sarah's history/humor blog, The Practical Historian. She read several excerpts, talked about her writing process and signed copies of the book.

In partnership with the Jacksonville Symphony Society, the library screened Woody Allen's acclaimed film *Manhattan* on the evening of September 26. This screening was a lead up to the Jacksonville Symphony's first concert of the season on Saturday September 30. The film is not only a love letter to New York City, but also a tribute to composer George Gershwin. The entire soundtrack is Gershwin and the film opens with stunning city shots set to *Rhapsody in Blue*, the featured performance at the Symphony concert that Saturday. Symphony Director Garrett Allman attended the screening and was able to answer questions about the music and the upcoming concert. The library and symphony society plan on doing a similar partnership in the spring in conjunction with a concert of chamber music.

On Thursday September 28, the library hosted the first book club meeting of the season. We had a turnout of twelve to discuss Toni Morrison's *God Help the Child*. The discussion was very good and there is great excitement for this year's book selections.

In addition to programming, the library had three inspections in September. We passed our annual fire alarm inspection, our annual fire sprinkler inspection and our five-year fire sprinkler obstruction inspection. Work was completed in the east reading room on the damaged plaster and windowsill from the water leak we repaired earlier this year. Following Mary's suggestion, I checked on what the price increase would be to have the exterior of our new circulation desk made with quarter-sawn wood and found that it would increase the cost from \$16,000 to \$19,000. After surveying the board, I agreed to this price. The desk will be completed later this fall.

I had several meetings during the month, including a staff meeting after work hours and another sit down meeting with our social work intern Darin Michael and Hillary, who is overseeing this partnership with me. Due to meeting times being much more convenient, I made the switch from Kiwanis to Sunrise Rotary. I enjoyed Kiwanis, but was missing too many noon meetings. So far, I like the small group atmosphere of Sunrise Rotary. Along with sitting on the Jacksonville Main Street board of directors and serving as vice-president of the Morgan County Historical Society, I try to stay involved in community activities and represent the library well.

On a personal note, the month was also very busy. Amber had a successful second surgery on September 21 and is back at work, although not lifting large amounts. She

has had a rough go lately, as her grandmother passed away the Sunday after surgery. After several visits to experts in Quincy, my youngest son Dylan was diagnosed as being on the Autism Spectrum the same week as Amber's surgery. We hope this will result in an IEP and some extra help at school. We hope to get our lives back to some sense of normalcy this fall.

Adult Services

In September, Hillary worked with Chris to finalize the details for Bookstock, the library's fall music festival. She also created promotional materials for the Music Under the Dome concert and the author talk with Sarah Angleton. She produced the October newsletter and distributed it to a variety of publications and social service providers to promote the library and its services.

Hillary maintained the library's website and Twitter account with frequent updates. She had two technology appointments assisting patrons with downloading eBooks and audiobooks and has begun investigating how to best handle the digital content created by the Yearbook Project. She gave a tour to a visiting MacMurray class and performed several general reference requests as well as specific genealogy and local history queries.

Interlibrary Loan/Holds

In September, there were 839 items borrowed from other libraries; 757 items lent to other libraries; and 520 reciprocal circulations.

Circulation Services

Traffic at the adult circulation desk was slower in September compared with the summer, which is typical for this time of year. There have been a number of students in the library using the computers for homework and getting resources for projects and papers, but the chaos of the summer reading months has subsided.

The circulation staff worked on withdrawing items that Hillary chose as candidates for weeding. Sarah has been regularly writing blogs as time permits and stocking the little free library that is off the square. Sarah worked on sending out overdue notices daily and helping to purchase supplies as needed including a new outdoor ashtray. She also moved books that were no longer new into the regular collection.

Sarah has also been working with Rock Hymes to design a new circulation desk, which should be installed in late October or early November depending on when the desk is completed. Sarah has also been working to get the new page's schedules in order to

make sure to accommodate everyone and keep the desk staffed. Sarah had two one-on-one technology appointments in September to teach a patron how to use Word for her own purposes. Sarah attended an RSA circulation committee meeting to receive updates on the state of the system and vote on important topics.

For one of Sarah's graduate classes, she has been required to volunteer at a local non-profit organization. When talking to various organizations, she discovered that the Spirit of Faith soup kitchen was in need of someone to supervise and help children with their reading/homework after school during a reading hour. This has been a wonderful opportunity to expand the library's outreach to a community that badly needs it. She hopes to continue this work long after her assignment is completed.

Extension Services

September deliveries moved smoothly in the nice autumn weather, with a few new homebound patrons added while others moved into different living arrangements. There are plenty of good large print titles coming out in the next few months and the anticipation is building!

Diane attended the Morgan County Professionals for Senior Wellness meeting at Heritage Health on September 7. The Knollwood book club studied "Canada" on September 15, while the Jacksonville Area Senior Center group enjoyed the annual spirited discussion on "Banned and Challenged Books" on September 26.

Diane visited the Morgan County Jail on September 21 to deliver 170 donated paperback books for the jail shelves. The jail stocks a book cart, which is available to prisoners twice a week. Westerns and religious books are very popular and there is always a need for dictionaries to help with schoolwork or letter writing. A jail trustee is responsible for sorting the books and keeping the shelves in order.

Youth Services

September proved to be a busy month in Youth Services. Early Years was able to come back to help with Lap Sit. This is a great help to Cindy and it's a great partnership, because Cindy will cover on days when Early Years is not able to be here. Early Years is able to use several parent educators so the burden is not too heavy for any one person. This year marks 10 years of Lap Sit at the Library. Early Years worked with Cindy for most of that time, but for 3 years, Cindy kept Lap Sit going when Early Years was not able to continue. Ann Erickson from Early Years and Cindy will be planning a ten year anniversary celebration and Cindy has started contacting families who attended in past years to get updates on the kids.

Cindy also attended her first Free Form meeting. This is a meeting of Youth Services librarians from the area who get together to share ideas and discuss topics. It was very helpful for her to attend this and she is looking forward to the next meeting in November.

In partnership with Mike Anderson, Cindy also put on a Children's Music Festival on the same weekend as Bookstock. The Children's Festival had the great fortune of being inside on a very hot weekend and parents were grateful for that. Cindy had Mike Anderson, Dino O'Dell and Heather Harlan, all musicians/storytellers, perform twice during the day so that families could come as their schedule allowed. All of the entertainers were received very well, especially Dino O'Dell. Cindy stationed herself on the patio to help direct traffic and had toys, crafts and kids' books to sell for the Friends of the Library. Youth Services also had rock painting going on the same weekend, which drew people on its own. The rocks were donated and there were 50 rocks left to hide locally, countless more that were taken that day and 150 rocks to send to soldiers who want to bring some color to the desert. It was a very busy weekend, but a very successful one.

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

Ferguson, Keaton and Ashmore reported on the October 1 Finance Committee meeting where the library's 2018 budget and 2017 levy (payable in 2018) were approved by the committee.

Discussion ensued as to a reduction in replacement tax income occurring either this calendar year or in 2018 and if the 2018 budget should be adjusted. It was decided to leave the budget for 2018 as is and for Ashmore to speak with City Clerk Bradshaw about a reduction in replacement tax income.

Keaton made a motion to accept the library's 2018 operating budget and 2017 levy (payable in 2018) as recommended by the Finance Committee. Motion was seconded by Albers. Motion carried.

Personnel

Ashmore reminded the board that there would be a Personnel Committee meeting on Monday October 23, 2017 at 4:30 PM in the library's conference room. The purpose of the meeting will be to approve some minor changes to the library's Personnel Policy. Ashmore will send out a copy of the revised Personnel Policy a week before the committee meeting so that committee members may review it.

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported that the Friends of the Library would be holding their annual meeting on Tuesday October 24. At this meeting, they will elect board members and officers, award the Friend of the Year and have guest speaker Adam Smith to talk about his book *The Bravest You*, as well as sign and sell copies.

RAILS/RSA

None

OLD BUSINESS

Ashmore reported that the cost to upgrade the exterior of the new circulation desk to quarter sawn wood would be an extra \$3,000, bringing the total cost to \$19,000. The board members, as they did when surveyed by email, agreed on this upgrade.

NEW BUSINESS

Ashmore reported that he was having the carpeting throughout the library cleaned during the month of October.

Underbrink made a motion to adjourn the meeting at 5:12 PM, seconded by Keaton. Motion carried.

Respectfully submitted by Chris Ashmore