

August 12, 2024 Board Meeting Minutes

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD

August 12, 2024

The regular meeting of the Jacksonville Public Library Board of Trustees was held on August 12, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Fergurson, Laura Bandy, Noel Beard, Beth Capo, Kevin Eckhoff, Forrest Keaton, and Katie Weeks. The following Trustees were absent: Lisa Haley and Elizabeth Kennedy. Library Director Jake Magnuson was also present.

President Fergurson called the meeting to order at 5:00 p.m.

On motion of Eckhoff, seconded by Weeks, and carried, the minutes of the July 8, 2024, meeting of the Board of Trustees were approved as published.

The financial reports and bills were reviewed. On motion of Beard, seconded by Capo, and carried, the financial reports for August 2024 were approved and all properly approved bills for August 2024 in the amount of \$75,225.64 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund market value was \$2,373,244.81 as of July 31, 2024, and noted that, after taking into account \$126,896.93 of cash disbursements since December 31, 2023, the market value had increased by \$147,129.00 since December 31, 2023.

**Director’s Report**

Magnuson reviewed the July 2024 Director’s Report. He reported that summer programs were winding down.

Magnuson reported that the window replacement project, consisting of windows with bad seals causing condensation between the panes and a broken window, had been completed. He reported that Neff-Colvin is working on replacing the window on the patio that is too rotten to paint.

Magnuson reported he had obtained a proposal from Doyle Plumbing & Heating for work on the sewer line problems.

Magnuson reported that bid documents had been prepared and published for window painting.

Magnuson reported that a proposal for roof repairs had been received from Renaissance Historic Exteriors to be considered with a prior proposal from Mortenson Roofing Company, Inc.

Magnuson reported that the Jacksonville Area Genealogical and Historical Society had moved the bulk of its materials to the library on July 7. He reported that he has suggested that it prepare a finding guide to its collection and that members have expressed a willingness to do volunteer work related to the collection.

Magnuson reported that the Friends of the Jacksonville Public Library board did not meet during July.

Magnuson reported that he had his monthly segment on WLDS to discuss upcoming events at the library. He also reported on newspaper articles published in the *Jacksonville Journal-Courier* and in *The Source*.

Magnuson reported that the Illinois State Library has begun providing a statewide e-resource package to libraries from EBSCO, including databases of research journal articles, newspapers, home improvement resources, health information, car repair, legal resources, and more.

Magnuson reported that the library had received its first property tax payment of \$242,670.20 and its personal property tax replacement payment of \$75,600.

Magnuson reported that circulation had been performing its normal scope of duties.

Magnuson reported that Adult Services had been very busy in July and that adult programming was well attended. He reported that adult summer reading is wrapping up and a tally of the number of participating patrons will be forthcoming. He reported that several author events and other presentations are in the works for the fall.

Magnuson reported that Heidi Estabrook had stocked up all of her scheduled residences and homebound patrons with several weeks’ worth of books and DVDs to cover her absence for vacation and illness.

Magnuson reported that a successful summer reading program had come to an end in July. He noted that all Tuesday events were well attended, with Wild Times Exotics drawing an especially large crowd and with about 80 people attending the closing party on July 27.

Magnuson reported that, upon her return from vacation, Courtney Overby will be focusing on getting the sensory-friendly story time ready.

Magnuson reviewed the Comparative Service Report for July 2024 and will review the Total Circulation figures for mathematical correctness.

COMMITTEE REPORTS

Automation/Technology

No report.

Building and Grounds

No report.

Finance

No report.

**Personnel**

Salary Benchmarking Preliminary Project Outcomes

Magnuson reviewed the communication and analysis received from HR Source regarding the benchmarking and payroll analysis for all library positions. After discussion, Magnuson indicated that he will move forward with having HR Source complete its final project report.

**Public Relations**

No report.

**FRIENDS OF THE LIBRARY**

No report.

**RAILS/RSA**

No report.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Sewer Line Repair Proposal

The Board of Trustees reviewed a proposal dated August 5, 2024, from Doyle Plumbing & Heating Co. for exterior sewer line work for the sum of \$7,100.00. On motion by Weeks, seconded by Beard, and carried unanimously, the Board of Trustees approved proceeding with the sewer line project as set forth in the proposal for the sum of \$7,100.00.

Roof Work Proposals

The Board of Trustees reviewed a proposal for roof work dated May 17, 2024, from Mortenson Roofing Co., Inc. in the sum of \$8,112.00 and a proposal for roof work dated July 22, 2024, from Renaissance Historic Exteriors in the sum of \$49,108.00. On motion by Keaton, seconded by Eckhoff, and carried unanimously, the Board of Trustees approved proceeding with the roof work as set forth in the proposal of Mortenson Roofing Co., Inc. for the sum of \$8,112.00.

Window Painting Bid

Magnuson reported that bid specifications had been prepared for exterior painting of the library and that the advertisement for bids had been published on Graham & Hyde’s website and in the *Jacksonville Journal-Courier* on July 19. He reported that one bid had been received from Tim Powell Expert Painting in the amount was \$28,000.00. On motion by Keaton, seconded by Beard, and carried unanimously, the Board of Trustees approved acceptance of the low bid for exterior painting of Tim Powell Expert Painting in the amount of \$28,000.00.

**ADJOURNMENT**

There being no further business, on motion made by Eckhoff, seconded by Weeks, and carried, the meeting was adjourned at 6:05 p.m.

Respectfully submitted by Forrest Keaton