

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

June 13, 2022

The regular meeting of the Jacksonville Public Library Board of Trustees was held on June 13, 2022, in the conference room of the Jacksonville Public Library. Present were President Mary Ferguson, Craig Albers, Noel Beard, Kevin Eckhoff, Lisa Haley, Forrest Keaton, Elizabeth Kennedy, and Doris Robinson. Katie Weeks was absent. Administrative Consultant Sharon Zuiderveld was also present.

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

On motion of Beard, seconded by Eckhoff, and carried, the minutes of the May 9, 2022 regular meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. Beard suggested that an invoice from Matt Martin Consulting in the amount of \$3,975.00, which had been received after the preparation of the listing of bills, be included in the approval by the Board of Trustees. On motion by Eckhoff, seconded by Kennedy, and carried, the financial reports for June were approved, and all properly approved bills for June, including the invoice from Matt Martin Consulting, in the total amount of \$52,423.09 were directed to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund total value was \$2,373,153.14 as of May 31, 2022 and noted that the total value had decreased by \$347,486.45 since December 31, 2021. He noted that this decrease in total value includes \$22,447.39 of cash and securities disbursements since December 31, 2021.

Administrative Consultant's Report

Zuiderveld reviewed the Interim Director's Report, May 2022. She reported that May had been a peaceful month, but the pace of activities has picked up significantly.

Zuiderveld reported that the Friends of the Library has been very active. She reported that the Friends are planning a book sale in July, an annual meeting in September which will include a "Friend of the Year" presentation, and an Author of the Year contest. She reported that the Friends have had a good response to a membership drive to increase its numbers.

Zuiderveld reported that the summer reading program is going well. She reported that the summer reading program includes both adults and children and that the attendance has been very good for the children's events. She noted that the Library has received a number of good books from its materials supplier, Baker & Taylor.

Zuiderveld reported that Heidi Estabrook has been making regular outreach visits to assisted living facilities and nursing homes and has also made individual home visits where needed.

Zuiderveld reported that Brittany Overby has transitioned from her prior position as a student page to a clerk position. She noted that Brittany has taken on responsibilities related to social media provided by the Library through Instagram, Facebook, and the Library's website, and has worked on the Library's use of Mailchimp.

Zuiderveld reported that Cors Electric has been contacted regarding the replacement of bulbs in canister lights throughout the Library, and Albers suggested that replacement with LED lights be considered.

Zuiderveld reported that a small tree had been blown down on the Library's property and that Turner Tree Service has been contacted for removal.

Zuiderveld reported that she has contacted the Jacksonville Chief of Police to provide periodic walk-through visits in the Library to deter congregating juveniles and misbehavior. The Board of Trustees discussed the need to re-examine the security camera monitoring set-up and to determine if there is any possible concern in having only a single Library employee on the lower level at night.

COMMITTEE REPORTS

Automation/Technology

No report.

Building and Grounds

No report.

Finance

No report.

Personnel

Kennedy reported that the Personnel Committee had received three applications for the Library Director position prior to the May 30, 2022 application deadline. She reported that the Personnel Committee was in the process of conducting personal interviews with two of the three candidates and would likely have a recommendation to the Board of Trustees in the near future. President Ferguson indicated that it may be necessary to call a special meeting of the Board of Trustees related to the selection of a new Library Director before the regular monthly meeting in July.

Public Relations

No report.

FRIENDS OF THE LIBRARY

Zuiderveld reported that that the Friends of the Library has a wonderful board of directors and is very interest in increasing the group's membership.

RAILS/RSA

No report.

OLD BUSINESS

Zuiderveld reported that she is waiting to receive the report from the Illinois State Archives Records Management Division.

NEW BUSINESS

None

There being no further business, on motion made by Eckhoff, seconded by Beard, and carried, the meeting was adjourned at 5:38 p.m.

Respectfully submitted by Forrest Keaton