

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

March 14, 2022

The regular meeting of the Jacksonville Public Library Board of Trustees was held on March 14, 2022, in the conference room of the Jacksonville Public Library. Present were President Mary Ferguson, Noel Beard, Kevin Eckhoff, Lisa Haley, Forrest Keaton, Elizabeth Kennedy, and Doris Robinson. Craig Albers and Katie Weeks were absent. Administrative Consultant Sharon Zuiderveld was also present.

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

On motion of Eckhoff, seconded by Beard, and carried, the minutes of the February 14, 2022 regular meeting of the Board of Trustees and the minutes of the February 22, 2022 special meeting of the Board of Directors were approved as submitted.

On motion by Kennedy, seconded by Haley, and carried, the financial reports for March were approved, and all properly approved bills for March in the amount of \$61,703.92 were directed to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund total value was \$2,533,582.89 as of February 28, 2022, and noted that the total value had decreased by \$224,541.77 since December 31, 2021. He noted that this decrease in total value includes \$12,940.15 of cash and securities disbursements since December 31, 2021.

Administrative Consultant's Report

Zuiderveld reported that she had held a staff meeting during her second week of providing services as an administrative consultant. She indicated that she had originally planned to be present in the library on Tuesday and Thursday of each week but changed to a varying-days schedule to permit her to interact with staff that do not work on Tuesday or Thursday.

Zuiderveld reported that the staff seemed to feel comfortable and that she talked about the organizational chart with them. She reported that she talked with the staff about several issues and that the Youth Services Librarian, Courtney Langdon, has been working with former employee Cyndie Boehlke regarding the Summer Reading Program.

Zuiderveld reported that she has focused on some building maintenance issues, including addressing the lighting in the reading rooms and in the rotunda. She reported that she had contacted Cors Electric to replace the large bulbs in the reading room fixtures with LED bulbs and to replace the burned out bulbs in the rotunda. She stated that she has not yet met with the cleaning crew.

Zuiderveld reported that the March 13, 2022 "Music under the Dome" concert, featuring Anna Ferraro, was well attended.

Departmental Reports and Comparative Service Report

President Ferguson noted that reports on various aspects of the Library's operations during February were summarized in the Departmental Reports, March 14, 2022. The Comparative Service Report was reviewed by the Board.

COMMITTEE REPORTS

Automation/Technology

Beard reported that the i3 Broadband internet service went live about six weeks ago and that it appears all internet services were switched over to i3 Broadband. He stated that he will contact the Library's consultant, Matt Martin. He stated that the Library can now move forward with changes to the phone system.

Building and Grounds

Beard reported that he had spoken with architect, Jamie Cosgrove, and Cosgrove reported that all materials necessary for the completion of the west patio work are now available. He noted that the work will require some closures of the west patio and that arrangements will need to be in place to accommodate handicapped patron access to the Library during the periods when the west patio is closed.

Finance

No report.

Personnel

Kennedy reported that the Personnel Committee had reviewed and made some relatively minor revisions to the job description for the Director position in anticipation of advertising for candidates to fill the Director vacancy. She reported that a question on the residency requirement for the Director will be addressed. She reported that the position vacancy will be advertised in job posting sites of the Illinois Library Association, the Reaching Across Illinois Library System (RAILS), and the Heartland Library Services. She also indicated that advertisement in newspapers and a posting on Linked-In may be used. She indicated that responses to the posting would request a letter of application, resume, and three references, all of which would have a deadline of four weeks after the posting.

Public Relations

Zuiderveld reported that articles regarding the Library are continuing to appear in the Jacksonville Journal-Courier. She also indicated that she will be in contact with WLDS radio station to continue appearances on "What's on Your Mind."

FRIENDS OF THE LIBRARY

Zuiderveld reported that she will be meeting with the Friends of the Library President, Siobhan Warren, on March 16 for a brainstorming session.

RAILS/RSA

None

OLD BUSINESS

None

NEW BUSINESS

None

There being no further business, on motion made by Eckhoff, seconded by Beard, and carried, the meeting was adjourned at 5:47 p.m.

Respectfully submitted by Forrest Keaton