

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

April 8, 2019

The regular meeting of the Jacksonville Public Library Board of Directors was held April 8, 2019 in the library's conference room. Present were President Mary Ferguson, Ted Roth, Forrest Keaton, Elizabeth Kennedy, Craig Albers, Noel Beard, Robert Underbrink, Katie Weeks and Library Director Chris Ashmore. Absent was Kevin Eckhoff.

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

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

It was moved by Beard and seconded by Kennedy that all financial reports for April be approved and that all properly approved bills for April in the amount of \$51,547.42 be paid out of general funds as funds are available. Motion carried.

Ashmore reported the balance from the latest Endowment Report.

Director's Report

March was another busy month at the Jacksonville Public Library. We continued striving to provide the best service possible along with a wide variety of library programs.

Our biggest program of March was the latest in our Music Under the Dome concert series. On Sunday March 24, Jeff and Teresa Davidsmeyer with guest Jeff Newman performed for a crowd of approximately 75 people. These popular local musicians put on a great show and sent everyone home happy.

On Thursday March 7, we hosted the last concert as part of the Jazz at Lincoln Center series. Though not hugely popular, those who attended these concerts enjoyed them very much. Our weekly English Conversation Group, as well as our monthly Book Club and Poetry Group also met during the month.

On Thursday March 14, Sarah and I met with Jessica Gale, the new owner of Our Town Books. We discussed some possible ideas for book clubs and other programming partnerships.

I had the pleasure of speaking to the Pilot Club of Jacksonville on the evening of March 27. After preparing a presentation about the programs and services that the library has to offer, I was asked if I could give a talk on the history of St. Patrick's Day – not exactly

my area of expertise. I researched some interesting facts about St. Patrick's Day and ended up giving them "two programs for the price of one".

Sarah and I worked with Social Work Intern Abby Kilbride throughout the month and helped her advertise a series of programs she will host at the library in April. April is National Child Abuse Awareness Month, and Abby planned a series of weekly programs on different topics related to child abuse.

The library will be taking on yet another intern during the spring semester of 2020. This student, Molly Bettes, is doing some undergraduate work in library science at the University of Illinois at Springfield. We will provide her with the opportunity to work in many different areas of the library in order to get a taste of what area might interest her.

In the later part of March, we had the unfortunate, but necessary, task of banning from the library one of our long-time regular patrons. For some time, the staff had suspected this patron of bringing bugs/insects into the library and we were finally able to catch her with the bugs on her person. Rid-All Pest Control, Inc. recommended that we do not lift the ban unless we receive a letter from a professional exterminator, letting us know that the patron's living quarters have been treated and are free of the insects.

Many other tasks kept me busy during March, including working on building repairs, collection development, and web site and Facebook maintenance. I also spent quite a bit of time with program planning and publicity, as well as the library's weekly Shelf Life column with the *Jacksonville Journal-Courier* and weekly ads running in *The Source*. On Thursday March 21, I made my monthly appearance on WLDS radio to discuss all things library.

Adult Services

March was a busy month for Adult Services. Sarah spent a large portion of her month preparing for all of the programs the library will be having in April. This preparation included planning, promoting and scheduling. March was also a busy month for reference and technology questions—Sarah had six technology appointments. Along the same lines, she scheduled computer classes for April and May. She also spent time with out-of-town patrons who were requesting local history information. Sarah also located items and researched for local genealogy requests. Sarah prepared Shelf Life contributions for the month of April, created social media posts on a daily basis, wrote blog posts and prepared the electronic and physical newsletters. She researched items to add to the collection and purchased books for the month of May and AV materials for the month of April. She also updated the website on a frequent basis to reflect our current offerings.

The library had three health and wellness programs in March including “Go Lean with Protein,” “Staying Active in All Seasons,” and “Grocery Budgeting and Using Sale Flyers.” The University of Illinois Extension Office presented the programs, which were all very informative. Sarah also showed “Won’t You Be My Neighbor?” in March—a well-received documentary about Mister Rogers. The movie was well attended and everyone really seemed to enjoy it. Last but not least, Sarah held a Freegal workshop for patrons to show them how to use the service to enjoy music on their personal devices. The patrons who attended were excited about all that Freegal had available.

Sarah went to the annual career fair for area high school students at Illinois College to distribute information about libraries as a career as well as highlight some of the things the library could do to help them. She had a new way to engage with students this year that involved a game wheel; there was a line at the table for most of the day as they were all excited to get involved. Sarah met with the Gender and Women’s Studies intern, Ashleigh, from Illinois College to discuss her ongoing projects. Sarah and Ashleigh also worked together to create a Women’s History Month display.

Interlibrary Loan/Holds

In March, there were 794 items borrowed from other libraries; 1,024 items lent to other libraries; and 532 reciprocal circulations.

Circulation Services

The library continued to provide excellent service to every patron that walked in the door during the month of March. The Circulation Staff was busy helping people on the computers and microfilm machines every day. Diane Hequet was very busy cleaning disks and fixing books. Bridget and Heidi prepared for upcoming craft classes. Bridget checked the hotspots everyday making sure they were turned in and making sure to turn them off if needed. Bridget went through donations and found several new books to add to the collection. She had six computer appointments and one craft appointment. Bridget also pulled books from the ‘new’ shelf that were no longer new and changed their locations in the catalog. She also removed and updated patron emails based on reports sent by RSA.

Extension Services

March homebound deliveries started out in wintery weather, but by the end of the month, it was encouraging to see signs of spring with daffodils blooming at the Christian Home cottages. There were many new large print books ordered due to special sales offered by Thorndike and Center Point. Two nursing homes hired new activity directors, so Diane

held orientation meetings with them to let them know about library services to their facilities.

The Knollwood Book Club met on March 8, and the Jacksonville Area Senior Center Book Club on March 12, to discuss "Irish Immigration to the United States" with topics including the potato famine, discrimination against Irish Catholics, and famous Irish-Americans.

Youth Services

March was another busy month in Youth Services. Cindy had regular attendance at all of her programs, but the Full STEAM Ahead session was a big hit with ten kids attending. Registration is normally capped at five, but some kids showed up as others were leaving, so Cindy was able to accommodate them and show them how Ozo bots work. Cindy attended the "Power Up" Conference in Madison, WI and had some very productive sessions discussing training, inclusive story times and some interesting discussions about Drag Queen Story Times. Big thanks to Diane Hequet for covering both Story Time sessions the week Cindy was gone. Diane had a standing room only crowd for the morning session so she really worked hard that day.

Cindy also took books to ISD in March. That program has worked out very well for everyone involved and she continues to sign up Jacksonville kids for library cards so they can keep reading over the summer. The first Garden Club planning meeting was held. The library will partner with First Presbyterian Day Care this year and is looking forward to growing some unusual plants. Cindy was able to get some "Martian soil" donated, so the kids will try to grow some lettuce in that. When the Mars Rover was exploring, it took samples of the soil and scientists have created "Martian soil" to simulate what soil is like on Mars. Cindy is not holding her breath, but is curious to see what will happen.

Technical Services

Lauren continued to excel in her 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 missing and broken clay roof tiles had been replaced by Bowsher Roofing and that a contract was signed with Armbruster Manufacturing to

replace the west entrance awning. Neff-Colvin will be working on other building repairs when time allows.

Finance

Ashmore reported that Town and Country Bank would like the library to release the assets that they have pledged for the library and sign up for a program called CDARS that would allow the library to have more than the FDIC limit of \$250,000 at Town and Country Bank while keeping all deposits insured by distributing them among other banks.

It was suggested that a Finance Committee meeting be scheduled, at which time someone from Town and Country could explain this process in more detail before a decision is made.

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported on the Friends of the Library March board meeting.

RAILS/RSA

Ashmore reported that he was appointed to an RSA Long-Range Planning Committee that will meet throughout the year.

OLD BUSINESS

None

New Business

None

Underbrink made a motion to adjourn the meeting at 5:02 PM, seconded by Beard. Motion carried.

Respectfully submitted by Chris Ashmore