

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

December 10, 2018

The regular meeting of the Jacksonville Public Library Board of Directors was held December 10, 2018 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Ted Roth, Forrest Keaton, Kevin Eckhoff, Katie Weeks and Library Director Chris Ashmore. Absent were Craig Albers, Elizabeth Kennedy and Robert Underbrink.

President Ferguson called the meeting to order at 4:33 PM.

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

It was moved by Beard and seconded by Eckhoff that all financial reports for December be approved and that all properly approved bills for December in the amount of \$48,762.84 be paid out of general funds as funds are available. Motion carried.

Ashmore reported the balance from the latest Endowment Report.

Director's Report

November was a month of transition at the Jacksonville Public Library. With Hillary leaving at the end of October, the library operated one full-time staff member short for the entire month. I kept busy helping train Sarah in her new position of Adult Services Librarian. Sarah, when she was not working on her new job, was kept busy training Bridget in her new position of Circulation Supervisor. Being short a full-time person also meant all of us working at the circulation desk more and covering Hillary's evenings and Saturday. Andy Mitchell began his new position as Library Clerk at the start of December and once he is sufficiently trained, things should get back to normal – if there is such a thing as normal.

On November 1, architect Jamie Cosgriff from Graham and Hyde Architects, Inc. visited the library to begin his facilities assessment. Jamie and I walked the building together and I pointed out small things that I knew might need some repair. He also spent time alone, looking for other possible deficiencies. Later in the month, Jamie came back to the library and inspected the roof, thus completing his assessment. He is now preparing a report for us, which should be ready by early December. In speaking with Jamie, he seems to think the library building has been maintained well and that there are not any major or urgent repairs that will be required.

The library hosted several program in November. On November 8, we screened the second concert in our Digital Concert Series – Jazz at Lincoln Center. This concert, by Ted Nash, was entitled The Presidential Suite. Each movement of the piece payed homage to a world leader, by taking one of the leader's notable speeches as inspiration. So far, the crowds at the Jazz Concerts have not been overwhelming, but those in attendance really enjoy the streaming show.

On Saturday November 17, the library hosted Historian and nationally recognized Civil War author, Dr. Timothy B. Smith of the University of Tennessee-Martin, who discussed his most recent book, *The Real Horse Soldiers: Benjamin Grierson's Epic 1863 Civil War Raid Through Mississippi*. After the talk, copies of the new book were available for purchase and signing. Timothy Smith's extensive research found some new sources of information, helping make early book reviewers predict that his book will become the most authoritative book on the subject. This event was very popular with between forty and fifty people filling the basement meeting room.

The library book club met on November 29 to discuss the critically acclaimed novel *The Sympathizer* by Viet Thanh Nguyen. We had several new people at book club and the discussion was very lively. The Poetry Group did not meet in November due to the fact that the regular meeting date was the Wednesday evening before Thanksgiving and we did not expect a large turnout. Another program entitled "How Illinois Became a State" presented by Springfield writer and historian Tara McClellan McAndrew was scheduled for November 15 but had to be postponed due to the weather, as Ms. McClellan McAndrew did not feel comfortable driving to Jacksonville after the snow that day. She has rescheduled her program for January 17. Judging by the number of people who were planning on coming in November, this should be a well-attended program.

Other tasks keeping me busy in November included appearing on WLDS radio, planning and promoting library events, collection development, Facebook and website maintenance and maintaining the day-to-day operations of the library.

Adult Services

Sarah spent the majority of her month transitioning both herself and Bridget into new positions. Much time was spent training Bridget to be the new circulation supervisor. Sarah also worked on learning her new duties as time allowed. At the beginning of the month, Sarah held a technology drop-in session at the senior center that was well attended, with around 20 people looking to learn something about a phone, tablet or other device. She also had three technology sessions—two of which were at the library and one at someone's home.

She also worked diligently to learn how to update the website while having discussions with our website provider to make sure that everything was being done properly. Although she has had experience with website development, she felt a little rusty and

needed to brush up. She also spent time in special collections in order to learn more about all of the wonderful resources that are available to the Jacksonville community. Sarah also worked on updating the library's social media posts as time allowed and wrote one blog post.

When Sarah was able to work away from the circulation desk, she answered reference questions, found newspaper articles and generally assisted patrons with finding books. She enjoyed these new duties immensely. She also went to the Illinois School for the Deaf and did two 1-hour presentations for juniors and seniors on how to use databases in order to write research papers. Although ISD does not subscribe to any databases, the state of Illinois provides a host of databases free to libraries and other educational institutions for one month each year. She used these databases to demonstrate how to search for good information and how and why it is so different from simply doing a Google search.

Sarah also learned how to use Baker and Taylor to order books and made a small cart with items that needed to be updated in the nonfiction collection along with some patron requests and replacement items. She created the December newsletter and worked on marketing upcoming programs. She created online accounts with the *Jacksonville Journal Courier* and *Illinois Times* to more efficiently add events to calendars. Sarah figured out how to send out the e-newsletter and scheduled this to go out on November 30. She also created a small display of Christmas books for check out.

As time allowed, Sarah investigated the JHS yearbooks that are missing from the online catalog. She hopes to have more time to work on this project in December, once everyone is more settled in his or her new positions. There were also numerous requests for help with e-books and their respective platforms. In some cases, she filed tickets when she could not help the person due to issues with the software. She also looked into a few potential programs to schedule in the new year. Last but not least, she spent some time troubleshooting an issue patrons were having with the microfilm machine and called the company for a remote session so they could identify any potential problems.

Interlibrary Loan/Holds

In November, there were 738 items borrowed from other libraries; 640 items lent to other libraries; and 390 reciprocal circulations.

Circulation Services

The library continued to provide excellent service to every patron that walked in the door during the month of November. Throughout the month, Bridget was trained by Sarah for

her new position as Circulation Supervisor. Bridget is doing very well. In addition to hosting the November craft programs, Bridget and Heidi were busy planning the next craft classes for December. Due to high demand, Bridget decided to offer two classes again in December.

Diane Hequet cleaned several DVD disks to keep them playing smoothly and repaired many books. Bridget maintained the hotspot collection making sure they are returned on time, in working order, and making sure they are turned off when late. Bridget also switched books over from being in the "New" section to the regular shelves to make room for new additions. She also removed and updated patron emails based on reports sent by RSA.

Extension Services

November activities included end-of-the -year ordering from several sale promotions, moving books out to the "new" large print shelves and setting up delivery schedules for several new homebound patrons.

Diane represented the library at the Morgan County Professionals for Senior Wellness meeting at Heritage Health on November 1, with several hospice/home-healthcare agencies making presentations about their services.

The book club at Knollwood discussed "Thanksgiving Traditions" on November 9 and were prepared to astonish family and friends with the fact that it takes 4400 cranberries to make a gallon of juice.

Youth Services

November is always a busy month for Youth Services because of Family Reading Night, which is an event that most of the preschools really love. Therefore, each November they want to bring all of their kids to the library. This November, over 300 local preschoolers visited the library and had a story read to them. It is always a hectic time to get that many kids in over several days, but Cindy enjoyed it.

November was also Cindy's first Bookmobile visit to ISD, as part of a new partnership with the school. Cindy took a cartload of books to the kids and made many of them happy to be able to check out a book. This new partnership was a great effort on everyone's part, from making the Library cards to organizing the bookmobile visits and it all went very well.

Cindy also held a Fall Fest that was smaller than what she has had in the past, but still well attended. Again, Cindy has found that events like these bring in people who are not regular patrons. It is always great to see new faces and have an opportunity to make

new connections. She also held a Pinkalicious gift bag giveaway. Kids were asked what their favorite color was and why. Cindy had many responses and the two winners were Madi Rattler and Marilyn Dichsen. Each gift bag had a Pinkalicious doll, a book, unicorn socks, a pen and some craft activities. All of this activity was in addition to regular programming such as Lap Sit, Story Time, Lego Club and STEAM programs.

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 posts holding up the awning at the west entrance to the library were repaired by Neff-Colvin, Inc. They look very nice and appear quite sturdy.

Ashmore reported that Jamie Cosgriff from Graham and Hyde Architects, Inc. had completed his assessment of the library facilities. He will be finishing the report very soon and will meet with Ashmore to review.

Beard brought up the possibility of the library adding an electronic marquee outside the library in 2019.

Finance

None

Personnel

Ashmore reported on the progress of library employees Sarah Snyder and Bridget Dean in their new positions. Both are doing a very good job after only one month in a new position. Ashmore also reported that Andy Mitchell began as a full-time library clerk at the beginning of December.

Public Relations

None

FRIENDS OF THE LIBRARY

None

RAILS/RSA

None

OLD BUSINESS

Ashmore updated the board on the progress of the long-range planning project. Sarah Keister Armstrong has completed a draft outline of the long-range plan and is finishing with staff interviews. The final product should be ready for board approval early in 2019.

New Business

Ashmore reviewed the library's progress on meeting its goals for 2018 set out in its Strategic Plan.

The meeting was adjourned at 5:21 PM. on a motion by Keaton, seconded by Roth.

Respectfully submitted by Chris Ashmore