

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

February 13, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held February 13, 2017 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Robert Underbrink, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, Ted Roth, Katie Weeks, Craig Albers, and Library Director Chris Ashmore.

President Ferguson called the meeting to order at 4:30 PM.

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

It was moved by Albers and seconded by Underbrink that all financial reports be approved and that all properly approved bills for February in the amount of \$56,607.40 be paid out of general funds as funds are available. Motion carried.

At this point, Ferguson also reported on the latest Endowment Fund Report.

Director's Report

January started off slowly, as patrons seemed to have their yearly post-holiday hangover. By the end of the month, however, things picked up to a lively pace. January is not a good month for library programs, so Hillary and I kept busy planning upcoming programs and setting goals for other areas of the library.

The weekly English Conversation Group decided to move its meeting time from Wednesdays at 12:30 PM to Thursdays at 9:30 AM. This move allowed a new person, who was unable to meet on Wednesdays due to her work schedule, to attend the meetings, without preventing anyone else from being able to attend.

I was asked to join the Jacksonville Main Street Design Committee. This committee meets monthly and will soon begin work on a book on the history of downtown Jacksonville. The musicians who organized the fundraiser selected the library's new piano at Boyd Music. The piano had an original cost of \$7,000, but was on sale for \$5,000. Craig Boyd took a few more hundred off the price, which allowed us to also purchase two attached rolling dollies to make moving the piano easier. The final price was \$4,895 dollars. The piano should be delivered in February and the first tuning will be no charge.

Bridget spent quite a bit of time arranging CDs and making signs for the new music CD shelving that was added in December. The CDs look very nice and the new display

units make it much easier for patrons to find things and for staff to shelve things. Also in January, Hillary and Bridget moved the DVD shelving units into the east reading room. By removing the black spinner racks that previously held the music CDs, a lot of extra space was created in this room. We also added a new shelving unit so that the DVDs are not so tight and we have room for many additional DVDs. In addition to the East Reading Room looking very nice and the CDs and DVDs being easier to locate, these changes have opened up the area around the main floor restrooms and public computers to cut down on congestion.

The wooden carrels, which previously held the public computers, proved to be popular areas for patrons to read or study, so I decided to keep four of them. One was donated to North School and another was in poor shape and simply thrown away. To make way for Cindy's planned creative play space, the large six-sided wooden table in Youth Services was donated to Bright Beginnings Day Care. We plan to continue to make changes in shelving and arrangement to make the best use of the space we have in the building.

Hillary discovered what looked like some water coming into the library above a window in the East Reading Room. Doug Megginson came out to look at this. He thinks that it is not a roof or window problem, but rather a broken concrete cornice that is connected to the guttering. At the time of this writing, he is planning to rent a boom truck to get a closer look and decide what needs to be done.

The library purchased a new fax machine and the staff is once again debating whether to offer public fax services. I do not want to take away from local businesses who charge for fax service, but most of our patrons who ask if we send faxes cannot afford to pay.

Other tasks keeping me busy in January included visiting Dr. William Cross' house with Hillary to look at his books and take what we wanted as donations; collection development; web site and face book maintenance; and maintaining the day-to-day operations of the library.

Adult Services

Hillary spent a great deal of time arranging the upcoming adult programming for 2017. She assisted in requests for assistance with downloadable books and electronic devices following Christmas. There was also an uptick in the number of students asking for help to find resources for school assignments. She received several genealogical inquiries via email for obituaries and birth announcements as well as a local history request from a MacMurray professor, who she was able to assist with newspaper citations related to his research. Hillary had multiple requests for accessing tax forms online in addition to general reference and reader advisory questions.

Hillary created the January newsletter, posted the information to the library's website and distributed it to various social service and media outlets. She maintained the library's website with upcoming events and continued to manage the library's Twitter account. She contributed to the weekly Shelf Life newspaper column and continued weeding, shifting and making the nonfiction collection more accessible to patrons.

Interlibrary Loan/Holds

In January, there were 920 items borrowed from other libraries; 640 items lent to other libraries; and 470 reciprocal circulations.

Circulation Services

The Circulation department continued to provide great customer service to all Jacksonville Public Library patrons. Sarah attended an RSA circulation committee meeting that reiterated a few key issues and gave an update on where the library system is. Quincy Public Library will now be a part of our shared catalog and RSA is reworking the catalog from the ground up to make sure that all of Quincy Public Library's records transfer successfully. For our library, this also means that towards the end of February, staff will not be able to withdraw any items.

Sarah had one technology appointment to help a patron learn how to use her e-reader. Sarah completed evaluations of the circulation staff and also purchased 20 sets of earbuds to sell to patrons for \$1.00 as a sanitary and affordable service should a patron forget their headphones. She also created a report that lists all patron cards that have been expired for 2 years or more so that they can be removed from the system; she has been working on this list as time permits.

Extension Services

January turned out to be a good month for catching up on large print book orders, checking for missing books and setting up record keeping for the new year. Thankfully, the weather cooperated for ease in making deliveries.

The Knollwood Book Club met on January 6 and the Jacksonville Area Senior Center Book Club met on January 17. Both groups enjoyed a discussion about Hawaii, covering history, geography, movies, books and famous people related to our 50th state.

Diane represented the library at the Morgan County Professionals for Senior Wellness meeting at Heritage Health on January 5. The businesses and social service agencies

taking part in this group discuss issues for the elderly and handicapped, share program ideas and assist with area fundraisers such as the Walk for Alzheimer's.

Youth Services

January brought a couple of new story times to the Youth Services Department. Cindy now offers Twilight Tales at 7:00 PM on the third Tuesday of each month and Saturday Stories at 3:00 PM on the third Saturday of each month. Some patrons had commented that they could not make the regular story times on Wednesdays, so the new story times were designed to help these families.

Technical Services

Things continued to operate smoothly in Technical Services. Diane Darnell efficiently kept up with cataloging. Heidi and Kim Pohlman processed materials. Volunteer Linda Little continued to work on special projects and assist where needed.

COMMITTEE REPORTS

Automation/Technology

None

Building and Grounds

None

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported that the Friends book sale on Saturday February 5 made about \$200.

RAILS/RSA

None

OLD BUSINESS

Roth made a motion to make the closed session minutes from the January 2016 board meeting available for public inspection. Motion seconded by Kennedy. Motion carried.

Ashmore reviewed the library's three-year strategic plan for 2017-2019 with the board. Ashmore will report on the progress made toward the 2017 goals at the June and December board meetings.

NEW BUSINESS

None

Albers made a motion to adjourn the meeting at 5:50 PM, seconded by Underbrink. Motion carried.

Respectfully submitted by Chris Ashmore