

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

February 12, 2018

The regular meeting of the Jacksonville Public Library Board of Directors was held February 12, 2018 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Craig Albers, Katie Weeks, Forrest Keaton, Elizabeth Kennedy, Ted Roth, Robert Underbrink and Library Director Chris Ashmore. Absent was Kevin Eckhoff.

President Ferguson called the meeting to order at 4:32 PM.

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

It was moved by Roth and seconded by Kennedy that all financial reports for February be approved and that all properly approved bills for February in the amount of \$57,483.49 be paid out of general funds as funds are available. Motion carried.

Ferguson reported the balance from the latest Endowment Report.

Director's Report

Several staff members suffered from a stomach virus in January, causing some short-staffed days. Everyone chipped in to help when someone was out sick, so things worked out well. Between illness, freezing temperatures and the traditional holiday hangover, January seemed like one of the longest months in history. With all this being said, much was accomplished at the Jacksonville Public Library in January.

Hillary and I met with local free-lance writer Kaleigh Moore on January 3. Kaleigh has a strong background in job seeking skills, including resumes, cover letters and interviewing. She will be doing several workshops for the library this year on these different job-seeking topics. Her first workshop was on resume writing and was held on January 25. Several patrons attended her session and were eager to learn more.

One of the main accomplishments in January was getting MacMurray College Social Work student Darin Michael started on his practicum at the library. Hillary and I met with MacMurray College's Director of Field Education for Social Work Jodi Pupillo on January 10 to discuss our role as Field Instructors for Darin and what expectations we should have for this practicum. Darin started on January 16 and was a steady presence in the library throughout the month. He is working 9-2 on Monday, Tuesday, Thursday and Friday and from 9-5 on Saturday. His availability to help patrons seeking employment, applying for social services, needing a referral to another agency or simply

needing to talk confidentially was promoted in a variety of ways and he spent time with several patrons with a variety of needs throughout the month. So far so good on this partnership with MacMurray College.

On January 23, Kim and I met with Amy Jackson a final time to finalize our new Personnel Policy. The new policy incorporates changes suggested by the library's Personnel Committee and changes suggested by Amy. This policy will (hopefully) be approved at the February board of trustees meeting.

Of course, various meetings kept me busy throughout the month. I attended the Children's Foundation Meeting on January 23 to accept the grant money awarded for the S.T.E.A.M. programming in Youth Services. I appeared on WLDS radio on January 25 to promote library events including Kaleigh Moore's resume workshop and Darin Michael's presence at the library. I attended the library's Book Club meeting on January 25 and the library's weekly English Conversation Group meetings. Community involvement such as Sunrise Rotary, Jacksonville Main Street, and the sack lunch program at the Jacksonville Congregational Church also kept me busy and visible.

Other tasks keeping me busy in January included the library's weekly Shelf Life column, collection development, Facebook maintenance, working on the library's annual report and maintaining the day-to-day operations of the library.

Adult Services

Hillary spent a great deal of time arranging adult programming for 2018. She lined up several entertaining and educational presenters for the upcoming year, including programs on history, health and Social Security. After a successful Resume Writing Workshop on January 25, she arranged for the program to be repeated and followed by an interview skills program to help prepare job seekers for job interviews.

She worked closely with Chris to establish Darin Michael, the MacMurray social work intern, as a presence in the library. She has worked with Darin as a field director, signing off on his consultations as well as answering his questions about library operations.

Hillary created the January newsletter and e-newsletter and distributed it to patrons as well as social service and media outlets. She continued her efforts to develop targeted email marketing, resulting in a record registration for the February craft program. She helped several patrons with e-books, advised dozens of patrons on computer related questions as well as assisted on microfilm related questions and Special Collections resources.

Interlibrary Loan/Holds

In January, there were 1009 items borrowed from other libraries; 707 items lent to other libraries; and 396 reciprocal circulations.

Circulation Services

Circulation staff continued to provide excellent customer service to every patron that entered the library. January was much busier than December due to the holidays being over and everyone getting back into the swing of things. Circulation staff withdrew around 160 books as part of an ongoing project to ensure that the library is collecting items that are relevant to our community. Sarah ran a number of reports in January to ensure that our catalog and system are well maintained. She ran the following reports: missing books report, expired users report, lost books report, and an amnesty report. She will continue to use these reports for the next few months as all the behind-the-scenes work is done. She also ran a weeding list to help Hillary with the weeding project.

Circulation staff reorganized the magazines to reflect and display the most current subscriptions. Sarah created a six-year comparison of checkouts as well as the comparative services report for the past two years. She also wrote blog posts including a comprehensive list of the best books that came out in 2017 to highlight everything in the library's collection. Sarah completed staff evaluations for everyone in circulation.

In addition, Sarah had two one-on-one technology appointments and attended a circulation committee meeting to stay up-to-date about the goings-on of the library system. Circulation staff continued working to more prominently display the items that are new to the library. This project will continue until each item has a 'new' sticker instead of a metal tab on the inside pocket. Last but not least, Sarah created a new time sheet for circulation staff.

Extension Services

The flu and pneumonia hit the local nursing homes/assisted living centers pretty hard in January and Diane lost five of her homebound patrons before the month ended. The library is grateful to the family of Anna May Flynn for designating memorials to the Large Print Collection. Tom Atkins, representing the Jacksonville Lions Club, dropped off a donation (\$1200) on January 25 to purchase additional large print books. The Lions Club has offered faithful support since 1976, with donations totaling approximately \$31,650 over the years -- all dedicated to the purchase of large print books. These donations and the resulting wide variety of titles/authors offered by our library are greatly appreciated by our patrons.

Diane attended the January 4 meeting of the Morgan County Professionals for Senior Wellness at Heritage Health. The activity director from Aperion Care stopped by the library to pick up information on Talking Books and books available on CDs, with additional requests for Talking Book registrations and returns of unused machines coming in during the month.

Long-time volunteer, Lloyd Bryant, celebrated his 70th birthday on January 17 and continues to assist Diane with deliveries to Heritage Health. The Morgan County Jail bookshelves were replenished with 152 paperback books from library donations/withdrawals, a service which provides leisure time activity for the inmates.

"Elvis Presley" was the topic for the January 19 Knollwood and the January 30 Senior Center book clubs. Several participants remembered events in Elvis' life and shared stories of visiting Graceland.

Bridget worked hard to add "new" labels to the large print books on the shelves and weeding is scheduled to start in February to make room for more books!

Youth Services

January was the official start for two of the three new S.T.E.A.M. programs, Geeky Girls and Full STEAM Ahead. Both programs are for kids in 2nd-5th grade, but Geeky Girls is for girls only. Cindy is limiting registration to five so that everyone has a chance to get some hands on time and to allow for more interaction. Both groups had an extensive waiting list, so Cindy is thinking of adding more sessions in the future. Geeky Girls worked on paper light up circuits (cards that have a light in them) and Full STEAM Ahead worked on Snap Circuits. The third group, Little Learners, will start in February.

Also during the month, Youth Services and Early Years celebrated 10 years of working together to provide Lap Sit. This was a great opportunity for families to come together again to see old friends and catch up. Cindy had several people tell her that Lap Sit was where they met friends and was a great way to be introduced to Jacksonville and all of the activities in the area. Cindy intends to keep the program going for the next generation of little ones to come and play. All of this was in addition to the regular programs of Story Time, Lap Sit and Lego Club.

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 Sam's Mowing was cutting back their workload and would not be able to maintain the library's landscaping any longer. Ashmore will get bids from other landscapers and have someone in place starting this Spring.

Finance

None

Personnel

Ashmore presented the library's new Personnel Policy. Three corrections were suggested by the board. These were adding the chair of the personnel committee as someone that a library employee could contact about sexual harassment if he or she was not comfortable contacting his or her supervisor or the library director; making it clear that unused sick days are not paid out on termination of employment; and stating that a doctor's note may be required if someone takes three or more consecutive sick days.

Albers made a motion to approve the new Personnel Policy with these three changes, seconded by Underbrink. Motion carried.

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported on the Friends of the Library January Board Meeting.

RAILS/RSA

Ashmore reported on an upgrade made to the library's circulation software.

OLD BUSINESS

None

NEW BUSINESS

None

The meeting was adjourned at 5:24 PM. on a motion by Keaton, seconded by Beard.

Respectfully submitted by Chris Ashmore