

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

February 11, 2019

The regular meeting of the Jacksonville Public Library Board of Directors was held February 11, 2019 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Ted Roth, Craig Albers, Robert Underbrink, Forrest Keaton, Kevin Eckhoff, Elizabeth Kennedy, Katie Weeks and Library Director Chris Ashmore.

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

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

It was moved by Beard and seconded by Eckhoff that all financial reports for February be approved and that all properly approved bills for February in the amount of \$54,360.26 be paid out of general funds as funds are available. Motion carried.

Ashmore reported the balance from the latest Endowment Report.

Director's Report

The weather outside was frightful. Due to snow, ice and finally extremely low temperatures, the library was not as busy a place as we could have hoped for in January. Several programs that were scheduled had to be cancelled or postponed – including a program entitled “How Illinois Became a State”, our regular book club meeting and a workshop on using the e-reader app Libby.

Still, plenty of things went on during January and the staff was able to catch up on work. On Sunday January 20, the library hosted a Music Under the Dome concert featuring Dan Hickey on clarinet and Tyler Kivel on piano. These two talented young performers traveled down from Chicago and played a concert saluting Leonard Bernstein and his contemporaries. Over 40 people braved a cold and snowy day to enjoy this performance.

On January 10, Sarah and I met with Abby Kilbride, a junior at MacMurray College. Abby will be completing her junior year social work practicum at the library beginning in February. Sarah and I will work with Abby as she completes this 120-hour internship. I am looking forward to another successful semester with Abby.

In public relations, I appeared on WLDS radio on January 17 to talk about things happening at the library. Toward the end of January, we also started running a weekly ad in *The Source* highlighting upcoming events and library services. I also had initial

discussions with the *Jacksonville Journal-Courier* about expanding the content in our weekly Shelf Life column. They seemed open to the idea and I will be getting together with David Bauer to discuss this in more detail.

Later in the month, Sarah and I had a conference call with a representative from Freegal, the library's music streaming and downloading database. We received several tips on improving our page appearance and usage, as well as some handy marketing tips. Sarah has already begun following up on this meeting, with some advertising and improvements to the site.

The highlight of January was being awarded the Not-For-Profit business of 2018 by the Jacksonville Area Chamber of Commerce. Sarah, Kim, Kevin, Mary and I attended the annual dinner and meeting at Hamilton's on January 24. The event was very nice and we were thrilled to accept the award from the Chamber. I have received many congratulations and "well-deserved" comments from the people of Jacksonville, as the awards ceremony received a good deal of publicity.

Other tasks keeping me busy in January included our weekly Shelf Life newspaper column; Facebook and web site maintenance; collection development; building maintenance; and planning programming for 2019.

Adult Services

In January, Sarah had seven formal technology appointments with many more people simply seeking impromptu help with their devices. Sarah also had many reference, research, and local history requests from patrons.

Sarah also spent time researching titles that would be good additions to the collection and placed orders for these materials. She added new emails to Mailchimp so that patrons can receive the library's monthly e-newsletter. Sarah created one blog post and updated the new book display on the front page of the website.

Sarah also spent time planning programs for the first part of 2019 to ensure that we always have something going on for patrons. Along the same lines, she spent a large portion of her time marketing the library's current program offerings with social media, the library's website, in-house literature, and sending press releases and calendars to local news outlets. She spent time creating the library's monthly physical and electronic newsletter. She also tried to create at least one social media post a day to keep people thinking about the library and reading. She updated the website frequently to make sure that all information was up-to-date. She also put up a display with self-help titles to help promote her popular Bullet Journaling program.

Sarah had three successful programs in January including the Bullet Journaling program, a local author visit and a movie matinee. The Bullet Journaling program had 17 attendees who braved the cold weather and snow to learn about a trendy and modern way to organize their lives. The library's local author visit with Sarah Angleton had fewer attendees, but several people had conversations with the author, purchased books and had them signed. Last but not least, the library screened the film BlackKlansman on a Saturday afternoon. The program had 15 attendees who were very pleased with this thought-provoking, Oscar-nominated film.

In addition to our social work intern, the library will be taking on another intern this semester, Ashleigh Rosecrans, from Illinois College. She is the last Gender and Women's Studies student at IC and she will be graduating in May. One of her graduation requirements is to complete an internship with experiential learning. She will be working with Sarah on a number of projects including an assessment of the library collection, in-house displays, presentations, and more. Sarah met with her twice in January to discuss what she could potentially work on and to get everything finalized

Interlibrary Loan/Holds

In January, there were 833 items borrowed from other libraries; 992 items lent to other libraries; and 473 reciprocal circulations.

Circulation Services

The library continued to provide excellent service to every patron that walked in the door during the month of January. The Circulation Staff was very busy helping people on the computers and microfilm machines every day. Diane Hequet was busy cleaning disks, fixing books and helping patrons. Bridget and Heidi worked on getting ready for February craft classes. Bridget checked the hotspots everyday making sure they were turned in and making sure to turn them off if needed. She also pulled books from the "new" shelf that were no longer new and changed their locations in the catalog. Bridget printed out tax forms for patrons. She updated the Staff Information List. She also removed and updated patron emails based on reports sent by RSA.

Extension Services

Cold weather and snowy parking lots caused several shifts in Diane's delivery schedule, postponed the Senior Center book club meeting until February, and kept volunteer Lloyd Bryant home on his 71st birthday instead of making the rounds with Diane at Heritage Health.

Diane attended the Morgan County Professionals for Senior Wellness meeting on January 3, learning more about Cedarhurst's plans for expanding to a new facility in Springfield (Old State Road).

The Knollwood Book Club met on January 11 for a lively discussion on "Islam and the Koran" with participants excited to learn about the history and customs of the Muslim people.

January brought several sale offers for large print books, so Diane kept busy ordering and managed to withdraw 16 books to clear out some space for shelving.

Youth Services

January was a challenging month for programs in Youth Services. The weather kept people indoors, but some events still proved popular. Cindy held all of her regular programs, including Story Time, Lego Club, Lap Sit and STEAM programs and also held some special events. There was a special story time with Mrs. Pilkington. She is a woman with a British persona who sings, reads stories and makes crafts! Cindy also showed a movie, "My Friend, Martin", to honor Dr. Martin Luther King Jr. Day.

The last part of December into the first week of January, Cindy held a week of winter themed crafts that were available all day. Families liked having the flexibility to come at any time and the variety of options from which to choose. Cindy also held her first "Stir It Up" cooking class for kids. The idea of the program is to encourage kids and parents to get kids cooking, thus learning an important life skill. Cindy also continued helping the Morgan County Audubon Society with their Young Explorers Club, which has been getting a lot of interest.

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

Albers reported on the February 4, 2019 meeting of the Building and Grounds Committee. At that meeting, the committee reviewed the Facilities Assessment Report

completed by Graham and Hyde Architects, Inc. Overall, the library building and grounds were found to be in good shape, with no major or urgent repairs needed. Ashmore was instructed to share the report with Neff-Colvin, Inc. to get an idea of what items should take priority, what items Neff-Colvin could take care of themselves and what price estimates would be.

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported on the Friends of the Library January board meeting, at which book sales and other fundraising ideas were discussed.

RAILS/RSA

None

OLD BUSINESS

None

New Business

The board reviewed the 2019-2021 Strategic Plan submitted by library consultant Sarah Keister Armstrong. It was decided that Ashmore should work on some measurable goals to help track progress in meeting the stated objectives of the Strategic Plan. The idea of conducting Facebook or Web Site polls was also suggested. Keaton made a motion to approve the 2019-2021 Strategic Plan as presented. Motion was seconded by Underbrink. Motion carried.

Keaton mentioned the possibility of Jacksonville Kiwanis, as part of their 100-year anniversary, providing financial support for a vehicle to be used in the library's summer bookmobile program. The board thought this was a great idea. Ashmore stated that the library could wait to see what happens with Kiwanis funding, as this year's bookmobile plans are already in place using staff vehicles.

Underbrink made a motion to adjourn the meeting at 5:35 PM, seconded by Beard.
Motion carried.

Respectfully submitted by Chris Ashmore