

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

February 10, 2020

The regular meeting of the Jacksonville Public Library Board of Directors was held February 10, 2020 in the library's conference room. Present were President Mary Ferguson, Craig Albers, Kevin Eckhoff, Forrest Keaton, Ted Roth, Noel Beard, and Library Director Chris Ashmore. Absent were Elizabeth Kennedy, Robert Underbrink and Katie Weeks.

President Ferguson called the meeting to order at 4:36 PM.

It was moved by Albers and seconded by Eckhoff that the minutes of the January Board Meeting, both open and closed sessions, be accepted as submitted. Motion carried.

It was moved by Roth and seconded by Eckhoff that all financial reports for February be approved and that all properly approved bills for February in the amount of \$56,510.37 be paid out of general funds as funds are available. Motion carried.

The Endowment Fund numbers for end of January were given by Ashmore.

Director's Report

January was a very busy month at the Jacksonville Public Library, particularly for the middle of winter. I was kept busy early in the month "crunching" numbers from 2019 so that I could complete the progress report for year one of our long-range plan before the January board meeting. I believe we had a productive 2019 and are headed in the right direction as far as the objectives of our long-range plan are concerned.

Early in January, I also met with the director of the social work intern program at MacMurray College to discuss the upcoming semester. Our new social work intern, Megan Evans, began on January 21 and has done a great job so far. She is at the library Monday through Thursday and every other Friday and has been kept busy with a number of patrons. Late in January, an incident occurred between a library patron and Megan. The patron said some things of an inappropriate nature that could be construed as sexual harassment. This patron had been warned about inappropriate comments made to library staff in the past and has been given a three-month ban from the library for this recurring behavior. Any incidents in the future may result in his permanent ban from the library.

On January 20, there was an upgrade made to our circulation software. I came in while the library was closed that day for Martin Luther King Jr.'s birthday and was able to update the eleven computers running this software in about four hours.

The Meek family has decided to phase out their IT consulting business. Trina informed me that they would not abandon the library until we had found a suitable replacement, but that I should start looking around. After pricing a few businesses, I had a very productive conversation with Matt Martin of Matt Martin Consulting. Matt came highly recommended from OSS/Routt and Jacksonville Main Street. Matt will become our new IT consultant on a no-contract hourly basis – the same arrangement we had with Meek and Co. I believe Matt will do an excellent job for us at a very reasonable price.

Meetings consumed much of my time in January, including a Friends of the Library Board Meeting, Jacksonville Main Street meetings, a meeting at Memorial Behavioral Health, a meeting with Midwest Youth Services to discuss helping the homeless who visit the library, a book club meeting and many more. I had a conference call with the director of the Decatur Public Library to discuss our social work intern program. The Decatur Public Library is trying to begin such a program with students from the University of Illinois, but is having some snags. I helped him as much as I could and he is planning to attend our session at the Public Library Association Conference in late February.

Late in January, part-time clerk Heidi Estabrook took an indefinite leave of absence. Her elderly parents in California are not doing well and she has flown there to try to find new living and care arrangements for them. I knew that this could happen at any time and Heidi has my full blessing. We were lucky enough to be able to hire a temporary replacement, Courtney Langdon, to fill in until Heidi is back. Courtney is a former library employee who is now working part-time as a cataloger at Perma-Bound. She has agreed to work Heidi's exact schedule, knowing that whenever Heidi returns she will no longer be needed. This could not have worked out better.

Other tasks keeping me busy in January included radio and newspaper interviews, collection development, working on the 2020 E-Rate application process and maintaining the day-to-day operations of the library.

Adult Services

January was another great month in Adult Services. The library had a number of programs including a class entitled "Judging Information Online." Sarah prepared for and taught this class to help patrons find better information on the Internet. It included an apolitical discussion of fake news, targeted advertising, filter bubbles and more. There was also a Saturday movie matinee showing of "Peanut Butter Falcon." This film showing was incredibly well attended and everyone enjoyed it so much that they stayed after for a discussion. Last but not least, there was a program about how to control blood pressure that was well attended and very informational. There was one program cancellation due to the weather that has been rescheduled.

Sarah spent her time in January working on a number of different tasks. She spent time preparing for programs including marketing, research, communication with presenters and preparing content. She changed out the book display and updated the blog as time allowed. She completed the library's digital and physical newsletters as well as updating the library's social media accounts and website. She spent time researching items to purchase for the collection and placed book and AV orders as needed.

Sarah had six formal technology appointments and many more informal requests for technology help. She also finally started updating the library's Instagram feed on a weekly basis. She evaluated the library's standing orders and removed/added some authors. She began working with Kristine Earp who is a new volunteer who is going to be helping with scanning projects and other library work. Sarah also attended a few webinars to help with marketing skills and a RAILS meeting to get an update about our overarching library system. Last but not least, Sarah helped patrons each day with reference questions, research, local history and more.

Interlibrary Loan/Holds

In January, there were 1,233 items borrowed from other libraries; 985 items lent to other libraries; and 489 reciprocal circulations.

Circulation Services

The library continued to provide amazing 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 every day. In addition to her circulation duties, Bridget stayed busy planning future craft programs. Diane Hequet was very busy cleaning disks, fixing books, and helping patrons. Andy Mitchell was busy helping patrons and serving coffee and cookies every Friday for the patrons.

Bridget checked the hotspots every day, 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 continued to work on weeding the fiction books. Bridget and Cindy delivered books to ISD or ISVI every Tuesday. Bridget also removed and updated patron emails based on reports sent by RSA.

Extension Services

January started out with a flurry of activity as representatives of the Jacksonville Lions Club arrived to present a \$1000 donation towards the purchase of large print books. Since 1976, the Lions Club members have contributed over \$33,650 from the proceeds of their annual fruit sale to the library. A photo of the presentation was posted on library

social media by Sarah, and resulted in an interview by Diane on WLDS radio to highlight the donation and services offered by the library.

The Knollwood Book Club met on January 3 to discuss “New Year’s Customs & Martin Luther King Jr. Day”, while the Jacksonville Area Senior Center topic was “Historic Blizzards” on January 14. Diane continued her weeding project by withdrawing 55 large print books.

Youth Services

January was another busy month for Youth Services. Between all of Cindy’s regular programs (Story Time, Lego Club, Lap Sit, STEAM Sessions) and class visits, everyone was kept very busy. Cindy also added some events on Saturdays for working families and worked with the Audubon Society’s Young Explorers Club to help them bring nature lessons to kids.

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

Beard stated that after new IT consultant Matt Martin has had some time to grow accustomed to the library, the Automation and Technology Committee should meet with him to discuss upgrading to a medium commercial grade Wi-Fi system.

Building and Grounds

Ashmore reminded committee members that the Building and Grounds Committee would meet at 4:30 PM on Tuesday February 18.

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

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

RAILS/RSA

Ashmore reported on the new RSA app. and the library's efforts to promote it.

OLD BUSINESS

None

New Business

Ashmore reported that trustee Robert Underbrink is resigning. Discussion was held as to possible names to suggest to Mayor Ezard for a new trustee.

With no further business to discuss, meeting was adjourned upon a motion by Beard, seconded by Keaton. Motion carried.

Meeting adjourned at 5:33 PM.

Respectfully submitted by Chris Ashmore