

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

January 9, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held January 9, 2017 in the library's conference room. Present were Noel Beard, Robert Underbrink, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, President Mary Ferguson, Library Director Chris Ashmore and Assistant Library Director Hillary Peppers. Absent were Ted Roth, Katie Weeks and Craig Albers.

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

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

It was moved by Eckhoff and seconded by Kennedy that all financial reports be approved and that all properly approved bills for January in the amount of \$47,103.89 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

December was a busy month at the Jacksonville Public Library. Although traffic was not as high during the holiday season, the staff worked hard to make up for many people taking end of the year vacation time. I also staggered employees' holiday time so that the library could remain open – half the staff taking their holiday before the Christmas weekend and the other half taking their holiday after the Christmas weekend. The same thing was done for the New Year's Holiday. Patrons were happy that the library was open on December 26 and January 2.

The library held its annual Food for Fines program the two weeks before Christmas. Each non-perishable food item brought by a patron counted for a \$1.00 payment of his or her fines. Many patrons with no fines also brought in food. All of the collected food items were given to the local food center.

The staff Christmas party happened to fall on the iciest evening of the year. Those of us that braved the weather had a nice time at Los Rancheros on Friday December 16th. Although the parking lot and sidewalk were sheets of ice, I am happy to report that no one fell and injured themselves.

The Children's Christmas party was held on Saturday December 3 and many kids had a great time. Staying with the holiday theme, the library staff was blessed with many Christmas Cards, baked goods, candy and other gifts from grateful library patrons.

Also on Saturday December 3, the wonderful group led by Marcy Patterson put on a benefit entitled the "480 Minute Miracle" at the Soap Co. Coffee House on the square. Beautiful piano music was played all day and \$5,000 was raised to buy a piano for the library. Although a piano was not something I would have pursued, I am happy to keep a piano at the library for the musicians that play in our Music Under the Dome concerts. Many people besides Marcy were involved in the event and I made sure to write a letter to the editor thanking those involved, which was published in *The Source*. Also, a nice photo showing the piano money being given to the Friends of the Library graced the cover of *The Source*.

The same nasty weekend as the staff Christmas party was also Mike Anderson's Music Under the Dome concert. Eight brave souls braved the near 0 degree temperatures on Sunday December 18 to enjoy a very nice Christmas Concert featuring dulcimer music.

On Tuesday December 6, we hosted a program on home security for the holidays. After hearing tips on protecting their homes, those in attendance asked many questions of presenter Loren Hamilton.

The new shelving units for our music CDs arrived on Friday December 23 and were put together, mostly by library clerk Bridget Dean, by the end of the month. The new shelving takes up a lot less room in the East Reading Room than the spinner racks that previously held the music CDs and they also make the CDs easier to shelve and locate. We plan on moving the DVD shelving into the same room, now that there is so much extra space. This will clear up space in front of the main floor restrooms.

Other tasks keeping me busy in December included Facebook and web site maintenance, collection development, working on the library's *Shelf Life* column and maintaining the day to day operations of the library.

Adult Services

Hillary maintained the library website with regular updates and coordinated with our website provider on changes to the upcoming responsive template website. On the programming front, she worked together with Youth Services Librarian Cindy Boehlke and Library Clerk Bridget Dean to decide what changes will be made to the upcoming summer Books on Wheels program. She contacted local business owners as well as statewide organizations for 2017 programs. She also participated in the Conversation Club which has celebrated its one-year anniversary.

The remainder of Hillary's time was spent working with Chris planning how to achieve 2017 goals, advising patrons on specific Internet tasks on the library's public computers and fielding requests regarding genealogy and library services. She had a technology appointment to teach a senior how to use his email account and continued to conduct ongoing research for several regular patrons.

Interlibrary Loan/Holds

In December, there were 683 items borrowed from other libraries; 407 items were lent to other libraries; and there were 482 reciprocal circulations.

Circulation Services

The Circulation department continued to provide great customer service to all Jacksonville Public Library patrons. The circulation staff continued to go through the science fiction/fantasy section and withdraw items that had not been checked out in 3 years in order to make room. Sarah hired a new page named Austin Crowder, who started in December, and she trained him throughout the month. Sarah had two technology sessions and many patrons began coming toward the end of the month with their new Christmas gifts (tablets) asking for help. It was a pretty skinny month in terms of staff due to the holidays, but everyone worked hard to make everything go smoothly at the front desk!

Extension Services

December closed out 2016 on a good note, with homebound delivery service still in demand and much appreciated by our patrons who reside in nursing homes, assisted living facilities, or their own homes and lack the ability to come in to the library independently to select reading materials and movies.

Diane attended the Morgan County Professionals for Senior Wellness meeting on December 1, which was hosted by Cedarhurst and included a tour of the new building. Cedarhurst, the new assisted living facility on W. Morton, opened in September and homebound delivery there has been gaining new patrons.

The Knollwood Book Club discussed "Christmas Traditions" on December 2, while the Senior Center Book Club did not meet due to the Toys for Tots campaign and the Cookie/Candy Walk taking place at the community center.

Youth Services

December kicked off with a Reindeer Romp, a Christmas party for young patrons, with some help from Friend of the Library Member Marty Reid. Cindy kept up the pace through

the month with story times, class visits, Lap Sit, Baby Steps and Lego Club. The weather threw a wrench in the works and forced the cancellation of the Balloon Magic Workshop, scheduled for Saturday December 17. Other than that snafu, it was a holly, jolly December in Youth Services.

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

Ashmore reported on his investigation of privacy screens for the public computers. Privacy screens would cost approximately \$80 per screen and are simply placed over the monitor. Persons viewing the monitor straight on can see clearly. If someone looks at the monitor at an angle, the screen blurs. Because the library has not received any other complaints about the lack of privacy, the decision was made to hold off and only purchase privacy screens if more complaints occur. The possibility of purchasing only one or two screens to hand out to people who request them was also discussed.

Building and Grounds

None

Finance

Ashmore reported that the 2016 year-end General Fund surplus was \$66,303.32. Keaton made a motion to transfer this surplus from the General Fund to the Special Reserve Fund, seconded by Beard. Motion carried. The transfer will be made after checks are signed at the February Board Meeting.

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

None

RAILS/RSA

None

OLD BUSINESS

None

NEW BUSINESS

Ashmore passed out a list of goals for the year 2017. Ashmore will combine the 2017 goals with goals for 2018 and 2019 into a three-year Strategic Plan for the board to review.

The library board and director reviewed Chapter 6 of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. This chapter dealt with Access. The library currently meets all of the recommended standards.

At 5:15 PM, Beard made a motion to move into Closed Session to discuss the Library Director's Performance Review for 2016. Motion was seconded by Underbrink. Motion carried.

Upon returning to Open Session at 5:30 PM, Keaton made a motion, seconded by Eckhoff, to increase the Library Director's salary to \$65,005, retroactive to January 1, 2017. Motion carried. This increase represents a 3 percent raise over the 2016 salary.

With there being no further business to discuss, Underbrink made a motion to adjourn the meeting at 5:32 PM, seconded by Beard. Motion carried.

Respectfully submitted by Chris Ashmore