

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

January 14, 2019

The regular meeting of the Jacksonville Public Library Board of Directors was held January 14, 2019 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Ted Roth, Forrest Keaton, Kevin Eckhoff, Elizabeth Kennedy, Katie Weeks and Library Director Chris Ashmore. Absent were Craig Albers and Robert Underbrink.

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

It was moved by Keaton and seconded by Roth 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 for January be approved and that all properly approved bills for January in the amount of \$56,807.72 be paid out of general funds as funds are available. Motion carried.

Ashmore reported the balance from the latest Endowment Report.

Director's Report

December was a fun month at the Jacksonville Public Library. While patron foot traffic was down, as is usual during the holiday season, I was able to catch up on and even get ahead on some work projects. It was also an ideal month for Sarah and Bridget to continue to grow in their new positions and for library clerk Andy Mitchell to begin training in his new job.

From late December through early January, the library once again held its "Food for Fines" program. For each can or other non-perishable food item that a patron brought in, he or she was able to remove one dollar from his or her fine total. The food items did not work to pay off lost or damaged books. All of the food collected was donated to the Jacksonville Food Bank.

In early December, Neff-Colvin, Inc. finished repairing and repainting the posts holding up the awning at the library's west entrance. The posts look very nice and appear sturdy. I was in touch with Tarps Manufacturing Inc. about replacing the torn awning supported by the posts.

On December 19, I met with architect Jamie Cosgriff from Graham and Hyde Architects, Inc. to review the completed Facilities Assessment Report. Overall, the condition of the library building and grounds is very good. There are no major or urgent repairs needed.

I would like to meet with the Building and Grounds Committee in January or early February to review this report.

On Friday December 14, the library staff gathered at Los Rancheros for its annual Christmas party. Almost everyone was able to attend and a good time was had by all. On December 4, the library streamed its monthly Jazz at Lincoln Center concert. This concert, entitled *Big Band Holidays*, was enjoyed by those in attendance.

The Poetry Group met on Wednesday December 19, but the Book Club did not meet in December due to the holidays. The Poetry Group is planning to purchase a plaque in memory of Dr. Joe Kozma, Poet Laureate of Jacksonville, who passed away in December. The plaque will be placed in the Poetry section of the library's collection. Dr. Kozma did much to increase poetry awareness and appreciation in Jacksonville and he will be missed.

I worked with library consultant Sarah Keister Armstrong to put the finishing touches on the library's long-range plan. The board will be reviewing and (hopefully) approving this long-range plan at the February board meeting.

Other tasks keeping me busy in December included collection development; website and Facebook maintenance; program planning; and continuing to work with new Adult Services Librarian Sarah Snyder as needed.

Adult Services

Sarah continued learning the ropes of her new position in December. She also went over Bridget's circulation statistics to ensure that everything was as it should be—all of the numbers were perfect. Sarah feels that Bridget has transitioned well into her new position and has done a wonderful job taking in all of the training. Sarah spent much of her time in December answering reference, research and technology questions. She had nine technology appointments ranging in topic from downloading e-books onto a device to help writing resumes.

Sarah purchased material for the library's collection after getting used to the ins and outs of Baker and Taylor. She also worked on the library's print newsletter and e-newsletter, cleaning up the email database of those sent the newsletter.

Sarah increased the library's social media presence by posting something interesting on Facebook/Twitter on a daily basis. She also worked on marketing library events via social media, local newspapers, the library's website as well as in-house material. She also created two displays: one holiday-themed and one music-related. Sarah contributed to the library's Shelf Life newspaper column and prepared for two library

programs that she will be giving in January, a Libby app workshop and a bullet journaling program.

Sarah ran a holiday movie night in December, *Love Actually*. She hopes to continue showing monthly movies that are newer and range in audience appeal. Sarah also updated the library's website as necessary and learned new skills along the way including some unexpected HTML coding.

Sarah and I also discussed graphic design tools and decided that purchasing a monthly subscription to Canva was a good idea since it makes tasks more user-friendly and works well with the rotating display on our website. Sarah also researched and purchased a new public printer as the old one had been giving staff and patrons some issues. She also spent some time troubleshooting an issue with the microfilm machine and spoke with the company that makes it. Last but not least, she started working on withdrawing old magazines.

Interlibrary Loan/Holds

In December, there were 689 items borrowed from other libraries; 716 items lent to other libraries; and 374 reciprocal circulations.

Circulation Services

The library continued to provide excellent service to every patron that walked in the door during the month of December. Bridget trained new Clerk Andy Mitchell. Andy is a fast learner and is doing amazing at his new job. Diane Hequet was very busy cleaning disks, fixing books and helping patrons. Bridget and Heidi held two craft classes in December due to high demand. The classes were very well attended and everyone had a lot of fun. 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 manually. She also removed and updated patron emails based on reports sent by RSA.

Extension Services

December deliveries moved along right on schedule with a few adjustments for holiday closings and the busy schedules of homebound patrons (The local nursing homes and assisted living facilities have many extra events at Christmas!). After finishing their rounds, Diane and Lloyd even stopped in for photos with Santa and Mrs. Claus during the Heritage Health Christmas party.

The book clubs at the Jacksonville Area Senior Center (12/4) and at Knollwood (12/14) held discussions on "Santa Claus Traditions" and learned about how the legends of Santa developed over the years.

Diane represented the library at the Morgan County Professionals for Senior Wellness breakfast hosted by Knollwood on December 6 and at the Morgan/Scott/Greene County Interagency meeting on December 13. She also attended a welcome reception for Peggy Davidsmeyer, new director at JACIL, on December 11.

Youth Services

December was a busy month in Youth Services. Cindy held two very popular events. Princess Story Time with Belle from *Beauty and the Beast* attracted a crowd of 25 children plus all of their adults. Cindy received some volunteer help from Midwest Youth Services during this event. The library also co-sponsored (with the local Audubon Society) a meeting of a brand new Young Explorers Club. This first meeting was very popular with about 25 children attending. Cindy also held all of her regular events, including Story Time, Lego Club, Lap Sit and S.T.E.A.M. programs.

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 the Facilities Assessment Report was completed by Graham and Hyde Architects, Inc. and that he would like to set a date for a Building and Grounds Committee meeting to review the report. A date of Monday January 28 at 4:30 PM was set, pending approval by Craig Albers, chair of the committee.

Finance

Eckhoff made a motion to transfer the 2018 General Fund Surplus, totaling \$85,355.12, from the General Fund to the Special Reserve Fund. Motion seconded by Roth. Motion carried. The check for this transfer will be signed at the February board meeting.

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

None

RAILS/RSA

None

OLD BUSINESS

None

New Business

Kennedy made a motion to make the closed session minutes from the January 8, 2018 meeting available for public inspection. Weeks seconded the motion. Motion carried.

Keaton made a motion approving the dates for the Jacksonville Public Library Board of Trustees meetings for 2019. Roth seconded the motion. Motion carried.

At 5:08 PM, the board voted to move into closed session for the purpose of discussing personnel matters upon a motion made by Beard and seconded by Roth.

Upon returning to open session at 5:34 PM, the board unanimously voted to increase the director's salary to \$68,965.00, retroactive to January 1, 2019 on a motion by Weeks, seconded by Kennedy. This increase represents a three percent raise over the 2018 salary, reflecting solid leadership, communication and organization skills, and continuing advancements in key management areas.

There being no further business, the meeting was adjourned at 5:36 PM on a motion by Keaton, seconded by Eckhoff.

Respectfully submitted by Chris Ashmore