

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

January 13, 2020

The regular meeting of the Jacksonville Public Library Board of Directors was held January 13, 2020 in the library's conference room. Present were President Mary Ferguson, Craig Albers, Kevin Eckhoff, Katie Weeks, Forrest Keaton, Ted Roth, Noel Beard, Robert Underbrink and Library Director Chris Ashmore. Absent was Elizabeth Kennedy.

President Ferguson called the meeting to order at 4:38 PM.

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

It was moved by Beard and seconded by Roth that all financial reports for January be approved and that all properly approved bills for January in the amount of \$53,022.90 be paid out of general funds as funds are available. Motion carried.

The 2019 year end Endowment Fund numbers were reported on by Ferguson.

Director's Report

December, as is the usual case, was a bit slower month. With the holiday season in full gear, not as many activities were held. The library, however, still managed to stay busy. With several employees, including myself, trying to take some unused vacation days before the end of the year, everyone needed to pitch in at the circulation desks on days we were not fully staffed. Being there for the public is the first priority of the library. Other tasks sometimes have to wait.

On December 2, I met with new library volunteer Kristina Earp. Kristina came to us through Memorial Behavioral Health's placement program and she will be scanning special collections materials for us beginning in January. After deciding to scan materials in-house, we purchased a new overhead scanner that is perfect for materials that are more fragile. Kristina will be trained thoroughly and should not have a problem with this task.

On December 9, I attended social work intern Rickayla Wilson's final semester presentation at MacMurray College. Her presentation covered what she experienced during her library internship and the use of social workers in public libraries in general. On December 19, I met with our new social work intern, Megan Evans. Megan was very energetic and will be another great fit for the library. She will begin her internship in mid-January.

Also on December 19, I met with another intern we will host during the spring semester. Molly Betis is a student at UIS, who will be working with the library in a number of different areas – from cataloging to collection development to readers' advisor and more. We will have Molly several hours per week between January and early May.

Many other tasks kept me busy during December. These included working on employees' year-end performance reviews; continuing to prepare for our Public Library Association Conference presentation; and working on the progress report for year one of our long-range plan.

In December, the Meeks replaced six PCs. These were the last of the Windows 7 PCs. All 29 library computers are now running Windows 10. We operate on a rotating schedule, where 5-6 PCs are replaced each year, keeping all of our computers up to date.

2019 was a great year for the library. The entire staff worked very hard to make sure patrons were happy. I am looking forward to another great year in 2020.

Adult Services

December was a great month in Adult Services. The library had a number of programs including a painting party whereby 35 attendees painted beautiful snowmen with instruction from a local artist. Everyone was incredibly excited to be able to have the opportunity to attend this program free. Sarah also worked with a presenter from a group of local volunteers with the Alzheimer's Association to bring a program about dementia to the community. There was a decent crowd in the meeting room that took away valuable information about how to talk with their family members about tough topics regarding dementia. The library also had an evening film screening of *Rocketman* that was well attended and well received.

Sarah spent her time in December 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 newsletter as well as updated 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 four formal technology appointments and many more informal requests for technology help. Finally, Sarah helped patrons each day with reference questions, research, local history and more.

Interlibrary Loan/Holds

In December, there were 807 items borrowed from other libraries; 652 items lent to other libraries; and 406 reciprocal circulations.

Circulation Services

The library continued to provide amazing service to every patron that walked in the door during the month of December. The Circulation Staff was very busy helping people on the computers every day. 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 and Heidi had two very busy craft classes. Bridget also had a program on making cat and dog bowties and treats that was very well attended. She also had a gingerbread-decorating program that several people had fun attending. Bridget also had gift-wrapping station for people to wrap their presents away from family and friends.

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

December finished up with a flurry of holiday entertainment at the local senior living facilities, a cookie/candy walk at the Senior Center, and a little vacation time for Diane to recover from rushing around to make sure everyone had a good supply of books to end the year.

The Morgan County Professionals for Senior Wellness meeting on December 5 included a brunch hosted by Knollwood (new name: The Pointe at Jacksonville) and introduction to their new management. The Morgan/Scott/Greene County interagency meeting on December 12 featured a discussion of local efforts to reduce suicides, and information on Midwest Youth Services' work with homeless youth. Both groups provide important contacts for joint programs or referrals for our patrons.

The Knollwood Book Club met on December 6 to discuss "Historic Blizzards", while the Senior Center Book Club was postponed until January due to conflicts with holiday programs and Toys for Tots.

Youth Services

December was a busy month for Youth Services. Cindy had a full roster of events with Story Time, Lego Club, STEAM programs, outreach deliveries, a cooking class and a Holiday show with Santa's brother Hugo Kringle! Mrs. Claus also visited the library for cookies, cocoa and some holiday stories. The Just 4 Kids/Head Start group made two visits to the library and Cindy has more visits scheduled for January.

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 mentioned that he would like to have a Building and Grounds Committee Meeting and would email members to arrange a time and date.

Finance

Ashmore reported a year-end 2019 General Fund surplus of \$68,541.06. Beard made a motion to transfer this full amount from the General Fund to the Special Reserve Fund, seconded by Weeks. Motion carried, with Albers voting present. The check making 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

Ashmore reviewed the progress report on year one (2019) of the library's long-range plan with the board. A productive discussion on these results was held, with several valuable suggestions made.

Beard made a motion to make the closed session minutes from the January 14, 2019 board meeting available for public inspection. Motion seconded by Roth. Motion carried.

Weeks made a motion to move into closed session to conduct the library director's performance review for 2019. Motion seconded by Beard. Motion Carried.

Upon return to open session, Underbrink made a motion to adjourn the library board meeting at 6:15 PM. Motion was seconded by Roth. Motion carried.

Respectfully submitted by Chris Ashmore