

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

January 11, 2021

The regular meeting of the Jacksonville Public Library Board of Directors was held January 11, 2021 in the meeting room of the Jacksonville Public Library. The meeting was also made available virtually via Zoom. Present were President Mary Ferguson, Forrest Keaton, Noel Beard, Lisa Haley and Kevin Eckhoff. Katie Weeks, Ted Roth, Elizabeth Kennedy, Craig Albers and library director Chris Ashmore were present via Zoom.

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

It was moved by Beard and seconded by Eckhoff that the minutes of the December Board Meeting be accepted as submitted. A roll call vote was taken. 8 Yea, 0 Nay. Motion carried.

It was moved by Roth and seconded by Kennedy that all financial reports for January be approved and that all properly approved bills for January in the amount of \$52,454.58 be paid out of general funds as funds are available. A roll call vote was taken. 8 Yea, 0 Nay. Motion carried.

Keaton reported on the Endowment Fund balance as of December 31.

Director's Report

December was a good month at the Jacksonville Public Library. While not swamped by patrons due to a combination of Covid-19, cold weather and the holiday season, the staff stayed busy working on many tasks and doing what they could for the public. Many staff members, including myself, also took unused vacation time before the year ended. Our annual "Food for Fines" program was held throughout the month. Patrons could bring in one can or other non-perishable food item to "pay" for one dollar of fines. All food will be donated to the Jacksonville Area Food Bank. The program does not apply to lost items or other library fees. We gathered quite a bit of food which is definitely needed at this time.

Speaking of food, the staff was once again treated to lots of candies and baked goods from many of our thoughtful library patrons. Bridget kept track of who brought us what, and we sent out thank you cards to all that gave.

Matt Martin and his crew installed the library's new Wi-Fi system in December. We have eight access points, providing for a very strong connection. It was nice no longer dealing with daily passwords. Guests simply "agree to terms" when they log on to our

guest account. They ran into a snag as far as the video conferencing installation and set-up is concerned. There are no studs in the north wall of the meeting room and the television was too heavy to mount there. We decided on mounting the television on the west wall, but before this can happen, the fire alarm on the west wall needs to be moved. I have placed a service call to have this done and the television will be centered and mounted on the west wall when this is done. We may have one more board meeting simply using the lap top.

Heidi Estabrook worked some extra hours in December so that she could spend time training with Diane Hollendonner before her retirement. Things went very well and Heidi will do a great job as the new Outreach Librarian. It was sad to say good-bye to Diane, but she is just a phone call away if she is needed for anything.

Sarah and I had a phone conference with News Bank, an online provider of various national newspapers, and took advantage of some free trials of other databases. At this point in time, I am not sure whether we will be making any immediate changes in our database offerings.

Other tasks keeping me busy during December included a radio appearance on WLDS; web site and Facebook maintenance; collection development; and beginning to gather some year-end numbers for things we would like to look at for 2020, including web site usage, social media usage, database usage, and virtual programs and attendance/views. I likely will not have all the numbers I need by the January board meeting, but we will hopefully look at these numbers in February. I am curious to see if these numbers stayed about the same as they were in 2019, went down like most of our other usage numbers, or perhaps increased because they are all things that did not involve visiting the actual library building.

Adult Services

The Adult Services department was steadily busy throughout the month of December. Sarah had 9 technology appointments and helped patrons with other daily technology questions. Cindy and Sarah worked together to get the Youth Services programs uploaded onto Facebook. Sarah spent time promoting events using social media, sending items to local media outlets and more. She also worked on research projects with patrons relating to local history and genealogy and helped with other daily reference questions. She updated the blog, social media and the website as time permitted.

Sarah continued weeding books to create room on the shelves upstairs. She had one live virtual Zoom event in December called "The Great British Baking Tour." It was well-attended and well-received. Sarah also facilitated a Zoom program with the local Audubon Society's Young Explorers Club called "Winter Adaptations." Overall, the

program went spectacularly, especially given the fact that it was the first time this program was held virtually. Sarah also researched items to purchase for the collection and placed book and AV orders as needed.

Sarah attended a RAILS System Member Update and learned more about the non-resident “Cards for Kids” program and how it might affect JPL. Last but not least, the library applied for and was awarded a grant from the American Library Association that will allow for a “One Book, One Community” virtual book discussion of the title “Evicted” by Matthew Desmond, with copies given to participants as well as a small fleet of tablets for those who might not have technology at home. Other community stakeholders will be participating and it should be a great opportunity.

Interlibrary Loan/Holds

In December, there were 1,522 items borrowed from other libraries; 1,062 items lent to other libraries; and 433 reciprocal circulations.

Circulation Services

The library provided amazing service to every patron that walked in the door during the month of December. The Circulation Staff was very busy with sanitizing everything and helping people on the computers and microfilm. Diane Hequet was very busy cleaning disks, fixing books, and helping patrons. Andy Mitchell was busy helping patrons and helping Bridget decorate to bring a little holiday cheer to the library.

Bridget pulled books from the ‘new’ shelf that were no longer new and changed their locations in the catalog. She also worked on the library’s Pinterest account and kept the Pinterest pages up to date. She also kept track of the ISD and ISVI books to see if they had been turned in at the student’s home libraries. Bridget mailed out overdue notices every day comparing the information with the patron’s accounts to make sure the items had not been turned in yet. She continued to work on weeding the books to make room for all the new books that have been switched over. Bridget also removed and updated patron emails based on reports sent by RSA.

Extension Services

Covid-19 hit Jacksonville hard in December, with Prairie Village experiencing an outbreak and the other nursing homes/assisted living facilities restricted due to quarantines. Several current and former homebound patrons lost their lives. Residents who were able to receive book deliveries were overjoyed, however, as the books helped a lot while they were shut up in their rooms with no visitors and no activities. Interagency meetings for the month were cancelled, and the Senior Center remained closed. As Diane prepared for retirement at the end of the month, Heidi Estabrook trained for the job and learned all

the secrets of managing the Large Print Collection, handling deliveries, and ordering books.

“The years in Outreach have been wonderful, with so many great memories of the co-workers, patrons, and Senior Center friends who have made this job so interesting. I’ll miss it.” -- Diane

Youth Services

Cindy maintained her regular schedule of videos and craft handouts during December. She had Story Time videos, along with three STEAM videos. Youth Services makes 30 craft packets for kids and 10 for teens each month. The crafts are typically gone within 2-4 days. Cindy began planning for Summer Reading. At this point, she is making plans for both an in-person and a virtual version of Summer Reading, depending on the situation we find ourselves in over the summer. A hybrid in-person/virtual Summer Reading Program is also on the table.

Technical Services

Lauren continued to excel in her role as cataloger. With Linda’s cataloging assistance and Kim’s efficient processing of materials, things ran very smoothly in Technical Services.

COMMITTEE REPORTS

Automation/Technology

Ashmore reported that Matt Martin Consulting had installed the upgraded Wi-Fi system and that it was working nicely. Matt ran into a snag in installing the large screen television for videoconferencing. The north wall would not support the television, so it was decided to mount the television on the west wall. Before this could happen, the fire alarm on that wall had to be moved. Everything should be ready to go by the February board meeting.

Building and Grounds

Ashmore reported that the contract had been signed for the Courtyard Renovation Project being done by Neff-Colvin. The project will begin in the Spring, when the weather permits.

Finance

Ashmore reported that the 2020 year-end General Fund surplus was \$75,853.21. Keaton made a motion to transfer this amount from the General Fund to the Special

Reserve Fund, seconded by Beard. A roll call vote was taken. 8 yea, 0 nay. Motion carried. The transfer check 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

Keaton made a motion to make the closed session minutes from the January 13, 2020 board meeting available for public inspection, seconded by Albers. A roll call vote was taken. 8 yea, 0 nay. Motion carried.

Ashmore reviewed the dates for the 2021 regular library board meetings. Beard made a motion to accept these dates, seconded by Weeks. A roll call vote was taken. 8 year, 0 nay. Motion carried.

At 5:14 p.m. the board voted to move into closed session for the purpose of discussing personnel matters upon a motion made by Beard and seconded by Albers. The motion was unanimously approved.

Upon returning to open session, the board unanimously voted to pay the director's salary as budgeted for 2021 - \$73,170.00 - retroactive to January 1, 2021- on a motion made by Kennedy, seconded by Haley. This increase represents a three percent raise over the 2020 salary, reflecting Ashmore's solid leadership, communication and organization skills during the challenging COVID-19 pandemic. His efforts to respond to the evolving crisis while safeguarding the health of staff and patrons alike, and adapting the library's services and implementing more and advanced technological tools to meet the community's needs were outstanding. He also continued to address achievable

components of the library's strategic plan, and make advancements in key management areas.

There being no further business, the regular meeting was adjourned at 5:35 PM. on a motion by Eckhoff, seconded by Keaton.

Respectfully submitted by Chris Ashmore and Mary N. Ferguson, Board President.