

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

July 9, 2018

The regular meeting of the Jacksonville Public Library Board of Directors was held July 9, 2018 in the library's conference room. Present were President Mary Ferguson, Forrest Keaton, Craig Albers, Noel Beard, Robert Underbrink, Adult Services Librarian Hillary Peppers and Library Director Chris Ashmore. Absent were Ted Roth, Elizabeth Kennedy, Kevin Eckhoff and Katie Weeks.

President Ferguson called the meeting to order at 4:31 PM.

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

It was moved by Underbrink and seconded by Beard that all financial reports for July be approved and that all properly approved bills for July in the amount of \$49,685.40 be paid out of general funds as funds are available. Motion carried.

Ferguson reported the balance from the latest Endowment Report.

Director's Report

June was another full month at the Jacksonville Public Library. I had many meetings throughout the month to keep me busy. On June 5, library consultant Sarah Keister Armstrong visited the library. I showed her around the library and then talked with her about what we were looking for in a long-range plan and what services she had to offer. We also met with Hillary and Sarah to get their input into the long-range planning process. Finally, Ms. Keister Armstrong met with the library board of trustees at a special meeting, outlining her services and vision and fielding questions from board members. After this meeting, Ms. Keister Armstrong submitted two different proposals for varying degrees of service in helping the library with a long-range plan. The proposals were discussed at the regular June board meeting and Ms. Keister Armstrong has since submitted a more detailed proposal for consulting services for the full long-range planning process that will be discussed and (hopefully) approved at the July library board meeting.

On June 11, Hillary and I met with Bob Sibert about a collection of photos from retired photographer Merle Fox. Bob obtained these pictures of Jacksonville people, places and events dating as far back as the 1930s from Merle's daughter Renee on behalf of the Morgan County Historical Society. Bob is working on identifying, classifying and

scanning these photos and will be donating them to the library when he is completed. These photos will be a nice addition to our local history collection.

I met with architect Jamie Cosgriff of Graham and Hyde Architects Inc. on June 14. We discussed what the library was looking for in a new Facilities Assessment Report. Jamie has been in contact with Larry Quenette and has access to building drawings and prior reports. After this productive meeting, Jamie will be sending me a proposal for conducting a new facilities assessment and submitting a report.

Hillary and I both spoke with Jason Gibson about doing some painting in the rotunda and front entrance areas of the library. Jason has done painting for the library for the last two years and has done a very good job at a reasonable price. He will be submitting a proposal in the near future. We decided on painting this area of the library so that it will look nice when we have our reception for author Colson Whitehead in September.

Other meetings in June included a Friends of the Library board meeting, a Poetry group meeting and weekly English conversation group meetings. Adding to these library meetings, regular meetings I had for the Jacksonville Main Street Board and the Main Street Design Committee, weekly Rotary meetings and the annual Morgan County Historical Society dinner meeting, June felt like an endless stream of meetings.

The library hosted several well-attended and well-received programs in June, including the second in our series of three travelogue programs. Mason Pohlman gave an excellent presentation of his time studying in Manchester, England, touching on the history and culture of this British city. Our final travelogue program of the summer will be in August, when Bernd Estabrook speaks about his experience in Berlin, Germany, both before and after the wall came down.

Two authors visited the library in June, both giving talks about their book and writing experience and then signing copies of the book. On June 14, Pleasant Hill, Illinois resident Thomas Mavity discussed and signed his book *THANK YOU*, a self-help and inspirational book about showing gratitude to those in your life. On June 30, Jacksonville native and Chicago resident Lauren Emily Whalen enthusiastically spoke about her debut Young Adult novel *Satellite* and then signed several copies for those in attendance.

Other tasks keeping me busy in June were collection development, web site maintenance, planning for future events and maintaining the day-to-day operations of the library.

Adult Services

Hillary worked on Books on Wheels, the kid's summer bookmobile. This included receiving and organizing grant and sponsorship funding. In the first three weeks of the program, the number of participants had already surpassed the number of participants in 2017.

Hillary continued to plan and promote the upcoming events tied to the Colson Whitehead visit in September including a book giveaway, an historical program in July and two community discussions of the book led by Illinois College professors Beth Capo and Alonzo Ward. She also oversaw two successful programs, *CSI: Entertainment Meets Reality* and *A Brief Double Feature: A Comedic Look at the History of Undergarments*. Each program drew more than 25 people.

Hillary produced the June newsletter and distributed it to several different media and social service outlets in the area. She maintained the library's website, advised dozens of patrons on specific Internet tasks on the library's public computers and fielded requests from patrons regarding genealogy and local history.

Interlibrary Loan/Holds

In June, there were 924 items borrowed from other libraries; 909 items lent to other libraries; and 540 reciprocal circulations.

Circulation Services

The library continued to provide excellent service to every patron that walked in the door during the month of June. Most of the library staff's time was spent assisting patrons, as June was an incredibly busy month with the Summer Reading Program, signing patrons up for new library cards, renewing library cards and much more. Sarah, Hillary, Bridget, Cindy and Chris all helped out with the outreach that the library was doing at the Farmers Market—patrons were able to sign up for library cards, ask questions, learn about events and other new happenings at the library and more. Overall, this was an incredibly successful endeavor that the library hopes to continue next year.

Sarah had three technology appointments as well as one outreach technology appointment for someone who was unable to make it to the library. She also removed and updated patron emails based on reports sent by RSA. Sarah also switched books over from being in the "New" section to the regular shelves to make room for new additions. Pages completed a project whereby they shelf-read all of the periodicals upstairs to make them more accessible for staff who need to find something specific. Sarah spent time calling other libraries in our system to clear up old "Lost" items that

were sent to her via a report from RSA. She also created a list of emails for Hillary to add to those who would like to receive the e-newsletter.

Sarah wrote blog posts as time permitted. She also created a weeding list for large print as well as a list of homebound patrons for Diane. She updated the display on the library's website to reflect new books that have been added to the collection. She updated the staff on any new changes as well as reminders about current procedure and policy. Sarah also spent much time assisting with any issues that came up with patrons in person, via email and over the phone.

Extension Services

June brought the start of Adult Summer Reading and homebound patrons are really enjoying the fun of reading books to qualify for prizes as well as the excitement of lots of new author releases for the summer.

On June 5, Diane set up a library display at the Knollwood Senior Event to showcase homebound delivery services, Talking Books, summer programs and online resources. She also represented the library at the Morgan County Professionals for Senior Wellness meeting at Heritage Health on June 7, and the Morgan/Scott/Greene County Interagency meeting at Passavant Hospital on June 14.

The Knollwood Book Club discussed "Father's Day" on June 15, while the Jacksonville Senior Center Book Club heard about "Clara Barton and the American Red Cross" on June 19.

Even the inmates at the Morgan County Jail received some new reading material when Diane delivered around 155 used paperback books to the jail library shelves on June 22 (there were 51 prisoners in residence that day and they read a lot!).

Youth Services

June was very busy in Youth Services, as the Summer Reading Program was in full swing. Cindy held at least one event every day but one in June. She always tries to get new performers for summer reading entertainment and this year's group has been terrific so far. In June, the children enjoyed magician Jim Stolba, Wild Times Exotics, Clothespin Puppets, and Really READiculous. Cindy has had a volunteer, Marie Sossi, help with Story Time on Wednesday mornings and she has been great help. This year, the kids have been doing 'Giving Crafts' as a way to use their talents to help others. It has worked out very well for everyone involved. In June, the kids made 100 dog toys and 52 cat toys, 44 sun catchers for nursing homes and 18 scarves for the New Directions Warming Center. Between movies, Story Times, Lap Sit, Lego Club, STEAM sessions and Saturday events, the Youth Services department stayed busy.

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

None

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported on the June Friends of the Library Board Meeting

RAILS/RSA

None

OLD BUSINESS

After a brief discussion, Keaton made a motion to accept library consultant Sarah Keister Armstrong's proposal for leading the library through a long-range planning process. Motion was seconded by Beard. Motion carried.

NEW BUSINESS

After a brief discussion, Keaton made a motion for the library to continue to participate in the non-resident library card program and setting the yearly non-resident fee at \$60

per the general mathematical formula fee calculation. Motion was seconded by Underbrink. Motion carried.

The meeting was adjourned at 5:13 PM. on a motion by Underbrink, seconded by Albers.

Respectfully submitted by Chris Ashmore