

# MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

June 8, 2020

The regular meeting of the Jacksonville Public Library Board of Directors was held June 8, 2020. The meeting was held virtually using Zoom. Present were President Mary Ferguson, Craig Albers, Kevin Eckhoff, Elizabeth Kennedy, Forrest Keaton, Ted Roth, Noel Beard, Katie Weeks and Library Director Chris Ashmore. Absent was Robert Underbrink.

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

It was moved by Albers and seconded by Beard that the minutes of the May Board Meeting be accepted as submitted. Motion carried.

It was moved by Beard and seconded by Kennedy that all financial reports for June be approved and that all properly approved bills for June in the amount of \$50,579.70 be paid out of general funds as funds are available. Motion carried.

The Endowment Fund numbers for end of May were given.

## Director's Report

The month of May was much the same as April, as the library remained closed due to the Governor's "Stay at Home Order". Throughout the month, the rest of the staff started to come back in to the library on a regular or semi-regular basis, while practicing social distancing. In fact, the last couple of weeks of May, I had in person meetings with Sarah, Bridget, Cindy and others. After these individual meetings, discussing reopening, summer reading, and many other things, the entire staff met at the library on Wednesday May 27 to go over reopening guidelines, the June schedule and any other questions that arose.

On days that I was the only one at the library, I continued to pick-up and sort mail; empty the book drop; quarantine and sanitize returned materials; answer reference questions via telephone and email; communicate with staff about things for them to work on from home; and many other things, including lots of preparation for a June 1 reopen. Our online resources and virtual programming were very popular with many of our patrons.

On May 7, I attended the Phi Alpha honors ceremony for MacMurray College social work students via Zoom. During the ceremony, I was awarded the "Field Instructor of the Year" award from the MacMurray College Social Work Department. I know it is not a major achievement, but this award meant a lot to me because of how passionate I felt

about our partnership with MacMurray and the Social Work Intern program that we started. At this point, I am not sure what options we have that could replace this partnership, but I will be investigating options once things settle back to “normal”.

On May 28, I appeared on WLDS with Gary Scott to discuss our plans for reopening. The *Jacksonville Journal-Courier* and WLDS also ran articles announcing our reopening and listing some of the new guidelines. In other media relations, we continued to write a “Beyond the Shelf Life” column for the *Journal-Courier* each week. The column featured resources and materials that the public could access online.

On the evening of May 28, the library book club met via Zoom to discuss *A Study in Scarlet* by Sir Arthur Conan Doyle, the first of the Sherlock Holmes tales. I asked Dr. Robert Seufert, Professor Emeritus of English from MacMurray College to join us for the discussion. Dr. Seufert has taught classes on Holmes and is very knowledgeable. He added some very good background to our discussions that evening.

### **Adult Services**

The Adult Services department continued working from home during the month of May. Sarah updated social media posts on a daily basis with 5-10 posts a day. Staff members also continued to work together to provide virtual programs for the community. Sarah also continued watching professional development webinars as well as researching much information about how to safely re-open to the public in June. Last but not least, she continued offering reference help via email and phone call.

### **Interlibrary Loan/Holds**

No statistics due to the “Stay at Home Order”.

### **Circulation Services**

The circulation staff was very busy the last week of May getting ready to re-open. Andy Mitchell kept busy making poetry videos for Facebook. Bridget kept busy with craft videos for Facebook. She also finished the weeding project she had started back in March. Bridget also pulled books from the ‘new’ shelf that were no longer new and changed their locations in the catalog.

### **Extension Services**

While the library and all senior living facilities remained closed during the month of May, Diane continued to keep in touch with homebound patrons by writing letters, sending emails, and making phone calls. Most patrons were doing OK during “lock down”,

confined to their rooms even for meals, but some of the phone calls lasted for an hour or more as folks really craved the human contact.

### **Youth Services**

Cindy spent most of May getting ready for Summer Reading. Between decorations, getting entertainers moved online and making lots and lots of videos, she managed to get everything together for Summer Reading to start June 5th.

### **Technical Services**

No cataloging or processing of materials occurred during May.

## **COMMITTEE REPORTS**

### **Automation/Technology**

None

### **Building and Grounds**

None

### **Finance**

None

### **Personnel**

None

### **Public Relations**

None

## **FRIENDS OF THE LIBRARY**

None

## **RAILS/RSA**

None

## **OLD BUSINESS**

None

## **New Business**

Ashmore reported on the June 1 reopening of the library and how things had gone so far. Everything went as well as could possibly be expected. Patrons were understanding of the new safety guidelines and we hardly heard a complaint. In fact, many patrons thanked us for putting the safety guidelines in place.

Ashmore reported that he had completed the E-Rate application process and the library was awarded an 80% discount on its Internet cost from July 1, 2020 – June 30, 2021. This is a federal program administered by the FCC.

Ashmore also reported that he was informed by Alderman Steve Warmowski that the City of Jacksonville is working on a deal with an Internet Service Provider to bring Fiber Internet to Jacksonville. With this deal, all city departments, including the Jacksonville Public Library would receive free Fiber Internet Service. Nothing is official, but the situation will be monitored. The board saw no reason why the library couldn't switch to the Fiber Internet if it was available before our E-Rate contract expired and still honor the E-Rate contract by running the regular DSL Internet at the same time.

With no further business to discuss, meeting was adjourned upon a motion by Keaton, seconded by Roth. Motion carried.

Meeting adjourned at 5:11 PM.

Respectfully submitted by Chris Ashmore