

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

March 9, 2020

The regular meeting of the Jacksonville Public Library Board of Directors was held March 9, 2020 in the library's conference room. Present were President Mary Ferguson, Craig Albers, Kevin Eckhoff, Katie Weeks, Ted Roth, Noel Beard, and Library Director Chris Ashmore. Absent were Elizabeth Kennedy, Robert Underbrink and Forrest Keaton.

President Ferguson called the meeting to order at 4:36 PM.

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

It was moved by Beard and seconded by Eckhoff that all financial reports for March be approved and that all properly approved bills for March in the amount of \$46,992.50 be paid out of general funds as funds are available. Motion carried.

The Endowment Fund numbers for end of February were not available.

Director's Report

February was another busy month at the Jacksonville Public Library. The winter does not seem to have slowed things down this year. We received some sad news towards the end of the month. Circulation Supervisor, Bridget Spradlin, lost a child that was due this June. She found out on a Friday that the pregnancy had to be terminated and she was induced the next Monday, giving birth on Tuesday. Bridget was able to spend a few precious moments with her baby girl before she passed. The entire staff is very concerned for Bridget's physical and emotional well-being.

Sarah and I put together a schedule, which gives us full desk coverage without Bridget. At times like this, I am most proud of our staff. Everyone has "stepped up to the plate" so that we have continued to provide excellent service during Bridget's absence.

On a more pleasant note, Sarah and I gave our presentation entitled "Using Social Work Interns in Small and Medium Sized Public Libraries" on February 27 at the Public Library Association Convention in Nashville, Tennessee. This national conference is held every two years. Our program was marked high interest by PLA and we presented to a standing room only crowd of over 500 librarians. The program went very well and we were bombarded with questions after it was over. In addition to our presentation, Sarah and I also had an opportunity to attend several worthwhile sessions and visit with many vendors and librarians while in Nashville.

On Sunday February 9, the library hosted its most highly attended Music Under the Dome concert of the season. Local classical pianist Anna Ferraro performed to a crowd of approximately 50 people, all of whom enjoyed her performance. This was a particularly nice crowd, considering the fact that the concert was in direct competition with a piano recital at Illinois College's McGaw Fine Arts Center. Our last Music Under the Dome concert of the season will be a performance by singer-songwriter Mark Dvorak on Sunday April 19.

As always, the month was also full of meetings. I attended a meeting with Dr. Joe Squillace from MacMurray College's Social Work Department; a meeting with several staff members at Perma-Bound Book Bindery; a library staff meeting; a Jacksonville Main Street Meeting; and several others throughout February. Having more regular staff meetings this year has helped keep everyone on the same page and allowed staff members a forum to share experiences and ideas – the type of things that might not be relayed through email or in a one on one verbal exchange. Talking about different scenarios has allowed for some good ideas to arise organically and the entire staff has benefited.

Other tasks keeping me busy in February included an appearance with Gary Scott on WLDS radio on February 20; planning for upcoming library programs; selecting library materials; meeting with Megan Evans, the library's social work intern; and maintaining the day-to-day operations of the library.

Adult Services

In February, the library had a number of programs including an event entitled "Moments in Lincoln's Life." Tom Emery gave a wonderful presentation about the lesser-known points in Lincoln's life and the attendees enjoyed it immensely. There was also a program on heart health as well as a movie matinee showing of "Downton Abbey" that was well attended. Additionally, a craft class teaching patrons how to repurpose hangers into a decorative snowflake was held in late February and was very popular.

Sarah spent her time in February 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 newsletters and 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 also had five formal technology appointments and many more informal requests for technology help.

Sarah spent time supervising the library's new volunteer who is busy scanning items of local importance and pulling candidates for weeding off the shelf for evaluation. Sarah

also weeded some items to make room for new additions. She also spent time preparing for the PLA presentation about social work interns in libraries that she gave in late February with Chris. Sarah also gave two library tours to different groups that wanted to see what the library offered. Last but not least, Sarah helped patrons each day with reference questions, research, local history and more.

Interlibrary Loan/Holds

In February, there were 1,053 items borrowed from other libraries; 868 items lent to other libraries; and 491 reciprocal circulations.

Circulation Services

The library continued to provide amazing service to every patron that walked in the door during the month of February. The Circulation Staff was busy helping people on the computers every day. Diane Hequet was 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 had one craft class that was well attended. Bridget checked the hotspots everyday 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 fiction books. Bridget and Cindy continued taking books to ISD or ISVI every Tuesday. Bridget also removed and updated patron emails based on reports sent by RSA.

Extension Services

Diane attended the Morgan County Professionals for Senior Wellness meeting at Cedarhurst on February 6, bringing back income tax assistance information from Prairie Council on Aging. The February 13 Morgan/Scott/Greene County interagency meeting at Passavant featured program sharing, as the guest speakers were sidelined by bad weather.

On February 7, the Knollwood Book Club held a spirited discussion on "The Salem Witch Trials" since one of the residents has a grandson working at a Salem museum. "Presidential Trivia" was the topic for the February 11 Senior Center Book Club. The presidential theme continued on February 20 with a program at Heritage Health on "Washington and Lincoln" for about 22 residents participating in a morning activity.

Youth Services

February was another busy month in Youth Services. Cindy had five class visits along with her regular programs such as Story Time, Lap Sit, Lego Club and more. Cindy has

also been making an effort to have some Sunday events. March looks to be another busy month and Cindy will continue to prepare for this year's Summer Reading Program.

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 on the February 18 Building and Grounds Committee Meeting. At that meeting, discussion was held with Jamie Cosgriff about repairing the landscape walls on both the west and east sides of the library. A decision on how to proceed with these repairs will depend on whether the landscape walls are determined to be original to the building. Discussion was also held as to changing the patio at the west entrance from brick to concrete.

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

None

RAILS/RSA

None

OLD BUSINESS

Continued discussion was held as to possible names to suggest to Mayor Ezard for a new library trustee. Before the April board meeting, a couple of people will be reached out to in order to gauge their interest before suggesting their names to the Mayor.

New Business

None

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

Meeting adjourned at 5:15 PM.

Respectfully submitted by Chris Ashmore