

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

March 13, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held March 13, 2017 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Robert Underbrink, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, Ted Roth, Craig Albers, Adult Services Librarian Hillary Peppers and Library Director Chris Ashmore. Absent was Katie Weeks.

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 February board meeting be accepted as submitted. Motion carried.

It was moved by Beard and seconded by Eckhoff that the minutes of the Closed Session portion of the January Board Meeting be accepted as submitted. Motion carried.

It was moved by Roth and seconded by Kennedy that all financial reports be approved and that all properly approved bills for March in the amount of \$48,146.68 be paid out of general funds as funds are available. Motion carried.

At this point, Ferguson also reported on the latest Endowment Fund Report.

Director's Report

Although February was a short month, the Jacksonville Public Library stayed very busy. Finding it ever more difficult for staff to take library recycling to their own homes for curbside recycling and finding it ridiculous to pay a monthly fee to have a recycling dumpster on-site, I made recycling arrangements with Pathway Services. Pathway brought the library a wooden bin (looks like a big doghouse) to keep by our trash dumpster for recycling of cardboard and paper, including newspapers and magazines. Pathway then comes and empties the bin and hauls the recycling away – all at no cost. So far, this seems like a perfect solution.

Meetings dominated much of my time in February. The Friends of the Library Board met on February 16. Also on the 16th, the Humanities Film Series resumed with another film following this season's theme of "Power and Responsibility". Dr. Ashley Green of Lincoln Land Community College introduced the Oliver Stone directed film *Snowden* and held a question and answer session after the film.

The Book Club met on February 23 to discuss *Death Comes for the Archbishop* by Willa Cather. The group had a nice discussion of the book and, as usual, drifted off to other topics of interest. Next month, the Book Club will discuss the book *Liar, Temptress, Soldier, Spy* by Karen Abbott.

The Poetry Group met on Wednesday February 15 and had a nice selection of readings and some interesting discussion. The time for Poetry Group has changed for the first time in several years. Our Town Books is no longer co-hosting Poetry Group, so the library has taken its old time slot of the third Wednesday of each month. During the library's old Poetry Group time slot, the first Thursday of the month, area poetry lovers gather at the Soap Co. Coffee Shop for an Open Mic Night.

As mentioned earlier, I have joined both the Jacksonville Main Street Design Committee and the Jacksonville Main Street Board of Directors. The Jacksonville Main Street Annual Meeting was held on February 21, with the Board of Directors meeting on February 28. The Design Committee met on February 8. I believe serving on both the Board of Directors and the Design Committee will be a great partnership for the library and downtown Jacksonville.

As has been the case for the last several years, I once again participated in the MDA (Muscular Dystrophy Association) Lockup. The lockup was held March 15 at Buffalo Wild Wings and I was able to raise several hundred dollars for the Muscular Dystrophy cause. I also had a nice conversation with Molly Mehochko from the Springfield MDA about possible partnership opportunities between the library and MDA. A meeting with Molly was planned for March.

Hillary and I had a conference call with a representative of Rocket Languages about their language-learning database. A free trial was set up and Hillary and I are reviewing the database. Toward the end of the month, the library's new piano arrived and was tuned in time for its first usage at the March 5 Music Under the Dome concert.

Many other tasks kept me busy in February, including weekly English Conversation Group, planning for Bookstock 2017 and other events, collection development, web site and Facebook maintenance and maintaining the day-to-day operations of the library.

Adult Services

In February, Hillary began weeding the magazines, removing back issues and reorganizing to accommodate the upcoming 2017 publications. She also packed and shipped back issues of the *Jacksonville Journal-Courier* to be microfilmed. She continued to work on the Yearbook Project and investigate different platforms for hosting the images when all scans are complete.

February was a busy month for local history and genealogy requests. Hillary provided instruction on the library's online genealogy resources to several patrons as well as completed requests received by phone and email. She maintained the library's website, advised dozens of patrons on internet tasks, many pertaining to the download of tax materials, and had a technology appointment to assist a patron with a newly acquired device. Hillary contributed to the weekly Shelf Life newspaper column, created the March newsletter and worked to promote library programs and services through print and social media.

Interlibrary Loan/Holds

In February, there were 753 items borrowed from other libraries; 509 items lent to other libraries; and 689 reciprocal circulations.

Circulation Services

The Circulation Department continued to provide great customer service to all Jacksonville Public Library patrons. Bridget continued to pull science fiction and fantasy books and withdrew around 50 titles. The Circulation Department also continued to delete patrons from the system whose cards have been expired for two years or longer.

Sarah had a technology appointment in February with a patron who needed help with her new Chromebook. She also helped patrons with technology issues as needed on their own devices and on the public computers. Sarah moved books that were no longer 'new' into the regular collection. Last but not least, Sarah helped to solve any issues that came up at the circulation desk as needed. Overall, the month of February was relatively busy, with many patrons needing extra assistance beyond simply checking out items.

Extension Services

Since February was a short month, meetings and activities seemed to pop up more quickly. Winter health issues in the area nursing homes and changing populations have lowered circulations at Knollwood, while interest in library services is growing at Cedarhurst. West Central Mass Transit is still operating for medical and nutritional trips only, due to lack of a State budget.

Diane attended the Morgan County Professionals for Senior Wellness meeting at Heritage Health on February 2 and the Morgan/Scott/Greene County Planning Committee meeting at Passavant Hospital on February 9. Jean Jumper, director of West Central Mass Transit, reported to the Passavant group that the bus service can

continue until around June 1 on current funds, but another shutdown could put an end to public access to transportation in Jacksonville.

The Knollwood Book Club met on February 3 and the Jacksonville Area Senior Center Book Club on February 14, with both groups discussing "Valentines and Romantic Couples." There was a lot of interest in Elizabeth Taylor/Richard Burton, Katherine Hepburn/Spencer Tracey and other famous couples in film and literature.

Youth Services

February was a quiet month, except for a couple of days that were completely crazy! Cindy held all of her regular programs, including Story Time, Lap Sit, and Lego Club, along with newer programs including Baby Steps, Saturday Stories and Twilight Tales. Youth Services had four class visits in February and a fifth one planned that was rescheduled. Cindy also put in a lot of work planning for the April 1 Tea Party that will officially open the new creative play area.

Technical Services

Things continued to operate smoothly in Technical Services. Diane Darnell efficiently kept up with cataloging. Heidi and Kim Pohlman processed materials. Volunteer Linda Little continued to work on special projects and assist where needed.

COMMITTEE REPORTS

Automation/Technology

None

Building and Grounds

Ashmore reported that he had contacted Cory Street about giving an estimate to seal and restripe the library's parking lot. When Street is next in Jacksonville, he will drop by the library to take some measurements and report back to Ashmore.

Roth asked about the broken cornice on the north side of the library that is the likely cause of some water getting into the building. Ashmore reported that Doug Megginson from Neff-Colvin is supposed to be coming out with a boom to get a closer look at the cornice and determine what should be done. Megginson is backed up on work and has not made it out to check on this situation yet.

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported that the Friends Board met in February and decided to skip their April book sale, because they will be helping with a children's library program that day. The board's plan is to begin to take donations once again and hold their next book sale at the library in June.

RAILS/RSA

Ashmore reported that the migration of the Quincy Public Library's patron and item records to the RSA database had been completed.

OLD BUSINESS

Ashmore reported that former library employee Lauren Beauchamp had been hired as the new part-time cataloger to replace Diane Darnell. Beauchamp will begin April 1 and have about two weeks of training with Diane. The transition should be smooth due to the fact that we still have Linda Little working as a volunteer who can help Lauren with any questions she may have.

NEW BUSINESS

Ashmore asked whether it would be proper for the library to put up a display soliciting for a Muscular Dystrophy fundraiser. The board consensus was that it would not be proper to solicit, even non-verbally, for monetary donations. Albers suggested that the library create a policy to cover what is allowed and disallowed concerning solicitation for outside groups.

Ashmore gave a progress report on the suggested improvements from his 2016 Performance Review. He will report again at the September board meeting.

Ferguson pointed out that the February Comparative Services Report had the last day of February listed as February 31 rather than February 28. This date will be corrected.

Beard made a motion to adjourn the meeting at 5:18 PM, seconded by Eckhoff. Motion carried.

Respectfully submitted by Chris Ashmore