

# MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

March 11, 2019

The regular meeting of the Jacksonville Public Library Board of Directors was held March 11, 2019 in the library's conference room. Present were President Mary Ferguson, Ted Roth, Forrest Keaton, Kevin Eckhoff, Elizabeth Kennedy, Katie Weeks and Library Director Chris Ashmore. Absent were Craig Albers, Noel Beard and Robert Underbrink.

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

It was moved by Roth and seconded by Eckhoff that the minutes of both the February board meeting and the Closed Session from the January board meeting be accepted as submitted. Motion carried.

It was moved by Keaton and seconded by Kennedy that all financial reports for March be approved and that all properly approved bills for March in the amount of \$52,876.71 be paid out of general funds as funds are available. Motion carried.

Ashmore reported the balance from the latest Endowment Report.

## **Director's Report**

February was another busy month at the Jacksonville Public Library. After meeting with the Building and Grounds Committee to review the library's latest Facilities Assessment Report on February 4, I shared the report with Doug Megginson of Neff-Colvin, Inc. to find out what things he could work on and what his recommendations were for other projects. Doug will begin working on many of the smaller repairs and will suggest others for the projects beyond his scope once spring finally arrives. I also arranged with Bowsher Roofing in Springfield to replace our missing/broken clay roof tiles and signed a contract with Armbruster Manufacturing Co. in Chatham to replace our west entrance awning.

On February 7, Sarah and I met at the Illinois College Archives with Samantha Sauer, Jenny Barker-Devine and several other community agencies with an interest in local history. Illinois College has written a grant to gather certain local history materials and make them available on the Internet. The library will be partnering with them on this project. Discussions were also held at the meeting about broadening this project to create a one-stop web site where local history can be shared from many different agencies in town.

Social Work intern Abby Kilbride began working steady hours at the library in February. She is available Tuesdays and Thursdays from 1-6 PM and Wednesdays from 10 AM – 3 PM. Abby is doing a great job and has had several different sessions with library patrons.

On February 7, the library hosted another concert in the Jazz at Lincoln Center Concert Series. Wynton Marsalis' Pulitzer Prize-winning "Blood on the Fields" was streamed to a small but delighted audience.

On February 12, the library hosted documentary Filmmaker Craig Dudnick who introduced his film *Alice's Ordinary People*, a documentary on the life of Alice Tregay, a long-time civil rights and political activist in Chicago. Mr. Dudnick also led a discussion session after the hour-long film. This screening was the perfect program for Black History Month.

On February 19, Heidi and I visited the home of Mrs. Grojean to pick out books for the library and Friends of the Library book sale. Several nice selections were made. On February 22, Tim, a client of Pathway, started as a weekly volunteer at the library. So far, he has been doing some dusting of tables and shelves and doing a good job.

The biggest program in February was a Music Under the Dome concert on February 24. Switchback, a popular and award-winning duo from Chicago, performed a mix of traditional Celtic music and original Americana. Approximately sixty people enjoyed this concert, which was not a part of our original schedule.

Several other events held during February included our weekly English Conversation Group meetings, Poetry Group, and Book Club. The Book Club had a very riveting discussion about the book *When They Call You a Terrorist: A Black Lives Matter Memoir* by Patrisse Cullors and Asha Bandele.

Other tasks keeping me busy during the month included appearing on WLDS radio, attending the Friends of the Library board meeting, collection development, web site and Facebook maintenance, crunching numbers to see how the gradual minimum wage hike might affect the library and working on some measurable goals to supplement the objectives laid out in our new 2019-2021 Strategic Plan.

## **Adult Services**

February was a busy month for Adult Services, with programs, research requests and more. Sarah worked with our other intern this semester, Ashleigh, the last Gender and Women's Studies major from Illinois College. Ashleigh will be completing an assessment of the library's catalog, bibliographies and displays. She will also bring a speaker to the library on a topic that falls within her major.

Sarah created a few book displays in February, including one with romances for Valentine's Day and one for Black History Month. She also did some marketing for Freegal, using various promotional materials and planned a program on how to use the app. Sarah also spoke with a possible speaker about career planning programs at the library. Sarah wrote a month's worth of Shelf Life as well as a blog post about new books. She compiled usage statistics for the library's online resources and physical microfilm for 2018 and answered a number of local history, genealogy and research requests in addition to having four technology appointments. Sarah also attended a User's Group meeting where items of importance to RSA were discussed and voted on including a PIN masking resolution to increase patron security.

Sarah held a workshop on the Libby app to help patrons use this service to download free e-books and e-audiobooks. The program was well attended and patrons have commented on how much they enjoy using the app now. The library also hosted a program entitled "Presidential Marriages and Romances" with Tom Emery. This lecture was given the week of Valentine's Day and was an incredibly interesting dive into the love lives of our historical presidents. The program was well attended and patrons asked many engaging questions. Sarah attended the Chamber's business after-hours at Goodwill before the event started to meet the new (but temporary) career coach. She dropped off some information about how the library could help her potential clients and gave her information to give to those who are searching for a job. Sarah also held a movie night in February for adults, screening *Crazy Rich Asians*. Fifteen patrons attended and they all seemed to enjoy the film.

Sarah placed a large order for books that come out in April as well as weekly orders for bestsellers, patron requests and replacements. She also placed an order for AV material that will be released in March. Sarah spent time preparing the marketing for upcoming programs including the physical newsletter and e-newsletter. She updated the website and social media on a regular basis to make sure that it was timely and accurate. Last but not least, Sarah conducted a library tour for ESL students from Lincoln Land Community College. Many of the students were excited to learn about the resources they could use and ended up signing up for library cards.

### **Interlibrary Loan/Holds**

In February, there were 978 items borrowed from other libraries; 883 items lent to other libraries; and 452 reciprocal circulations.

### **Circulation Services**

The library continued to provide excellent service to every patron that walked in the door during the month of February. The Circulation Staff was very busy helping people on

the computers and microfilm machines every day. Diane Hequet was very busy cleaning disks, fixing books and helping patrons. Bridget and Heidi had two craft classes that were very well attended. Bridget checked the hotspots every day, 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 updated the postcards for the library so they can be easily printed off, saving time and money. Bridget added a list of patrons who have new emails on their accounts so that they could receive the library's monthly email newsletter. She also removed and updated patron emails based on reports sent by RSA.

### **Extension Services**

February homebound book deliveries slowed a bit due to several patron deaths/illnesses during the month, but with an ever-changing population, it should move back up again soon.

Diane represented the library at the Morgan County Professionals for Senior Wellness meeting at Cedarhurst on February 7, where the topic was personal mobility accommodations such as chair elevators, modified vans and wheelchairs, and a new portable device for lifting fallen people back to their feet easily. The Morgan/Scott/Greene County Interagency meeting at Passavant Hospital on February 14 featured speakers from Midwest Youth Services who talked about the program for homeless youth in our community.

The Jacksonville Senior Center book club had a lively discussion on "Islam and the Koran" on February 12, followed by the February 15 meeting of the Knollwood book club, talking about the Bermuda Triangle. (The Knollwood group is growing larger every month, with the residents eager to suggest topics of interest -- and the library seems to have books to cover every subject!)

Members of the Jacksonville Lions Club came to the library on February 13 to present a \$1,000 donation for the purchase of large print books. Since 1976, the Lions Club has contributed approximately \$32,650 to the library for large print books. In 2018, we added 53 new books to the Large Print Collection thanks to the Lions Club and their annual fruit sale.

### **Youth Services**

February was a cold month, but patrons kept warm with lots of programs in Youth Services. In addition to all of her regular programs (STEAM, Lego Club, Story Time and Lap Sit) Cindy also hosted an Indoor Beach Party to help escape the winter doldrums. Many children attended and even some teens took part towards the end. Cindy went through the cabinets in the Story Time room and cleared out some space. In the process,

she took stock of craft supplies/kits and planned times to use them. The House of Worship called to set up a time to bring their kids to the library after school on a regular basis. While they have not been able to make it yet, Cindy is looking forward to a chance to have an ongoing partnership with them.

### **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 Friends of the Library February board meeting, at which book sales, a flower arranging program, a trivia night and other fundraising ideas were discussed.

## **RAILS/RSA**

None

## **OLD BUSINESS**

None

## **New Business**

Ashmore reviewed plans with the board for dealing with the gradual minimum wage increase through 2021, with some thoughts for the years beyond.

Ashmore reviewed with the board measurable goals he set to supplement the objectives in the library's Strategic Plan.

Keaton made a motion to adjourn the meeting at 5:30 PM, seconded by Roth. Motion carried.

Respectfully submitted by Chris Ashmore