

# MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

May 11, 2020

The regular meeting of the Jacksonville Public Library Board of Directors was held May 11, 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 4:31 PM.

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

It was moved by Beard and seconded by Albers that all financial reports for May be approved and that all properly approved bills for May in the amount of \$48,776.19 be paid out of general funds as funds are available. Motion carried.

The Endowment Fund numbers for end of April were given.

## Director's Report

Due to the continued Stay at Home order and closure of the library, April was another unusual month. Per the Governor's order, most of the staff continued to stay at home and do what work they could from there. I continued to come in daily and Kim Pohlman came in to work to perform essential functions such as bill paying, payroll, bank deposits and other financial matters. While I did not require any other staff members to come into the building to work, several staff members did come in on occasion to check up on things or do some needed work. Most of the staff members took turns and came in to empty the book drop on the weekends, so that I did not have to do so.

A typical April day for me was as follows: Go to the post office and pick up the mail; sort the mail and take care of anything that needed to be dealt with; empty the book drop and sanitize and quarantine all items; shelve items as needed to keep the sorting shelves from overflowing; answer reference questions via telephone, email and Facebook; communicate with staff on a regular basis to discuss things for them to work on from home (Sarah and I would speak daily or even several times per day.); look into new and creative ways to engage the public online and virtually; make plans for the reopening of the library; and continue to perform regular tasks such as board meeting preparation, weekly *Jacksonville Journal-Courier* columns and weekly ads for *The Source*.

On April 17, I met via Zoom with our student social work intern Megan Evans and her Field Coordinator from MacMurray College, Courtney Howell. We discussed Megan's progress on her Learning Contract and I gave her a very good final evaluation.

On the evening of April 28, we had a virtual Book Club meeting via Zoom. It went very well for a first time. We discussed *The Importance of Being Earnest* by Oscar Wilde, a public domain play that could be accessed for free over the Internet. We had eight people attend the discussion, which I considered a very good number considering the circumstances. We have planned another virtual book club meeting for May, when we will discuss *A Study in Scarlet* by Sir Arthur Conan Doyle

One major thing that I looked into on a daily basis, that quite frankly has me a bit worried, is trying to locate enough PPE for the reopening of the library. I think we are ok on gloves and masks, but hand sanitizer, sanitizing spray, and sanitizing wipes are impossible to find right now. These will all be necessary for reopen. Most vendors are out of stock and not taking any orders until June or later. I will continue to make this a priority as we need a good stock of all of these items for when we reopen. We will "beg, borrow, and steal" if it comes to that.

My apologies for the lack of a March or April Comparative Services Report. I am still waiting on a few numbers from both staff and RSA to complete the March report. With staff at both the library and RSA working from home, some numbers have still not been put together. When the March report is finished, we will be able to proceed to the April report. I am not too worried, because, as you can imagine, there won't be many numbers on the April and May reports. Thank you for your patience. Everyone is doing their best during this very unusual time.

### **Adult Services**

In April, everything was completely different for the Adult Services department. All of the staff worked together to contribute to daily/weekly virtual programming content including virtual book/movie/music talks, poetry readings, craft demonstrations and more. Sarah created daily social media posts ranging anywhere from 5-10 posts a day including links to interesting articles, memes, promotion of our online resources, virtual programs and more. Popular posts such as memes and links to interesting articles create interest and drive patrons to other posts on our page. It's also a good way to increase views and engagement even if it's not content the library has directly created with the way the algorithm works on Facebook.

Sarah also worked on updating the website as needed. She participated in online library training sessions as much as possible. Last but not least, Sarah continued her technology/reference appointments over the phone and continued to answer reference

questions via email about downloading e-books, using online resources, general reference, local history and more.

### **Interlibrary Loan/Holds**

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

### **Circulation Services**

While Bridget wasn't preparing for and recording instructional craft videos to post online, she came into the building and continued to work on weeding the CDs, DVDs, and audio books, as well as fiction, paperback, western, mystery, Christian fiction, sci-fi and fantasy books. Bridget also removed and updated patron emails based on reports sent by the RSA.

### **Extension Services**

With all local nursing homes and senior living facilities closed to visitors (even family members!), Diane kept in contact with most of her homebound patrons by writing letters and making phone calls each week. Thankfully everyone is healthy, but very tired of being confined to their rooms with nothing to read!

The library's stuffed toys participated in a photoshoot around the Children's Department so Diane could provide Sarah with some fun pictures to post on the Facebook page. Other chores included watering the plants (one Christmas cactus is in full bloom again), keeping in contact with large print distributors, and helping homebound patrons access the free online resources available with their library cards.

### **Youth Services**

Cindy looked into options for moving part of the Summer Reading Program online, if needed. She attended two webinars about virtual programming and ideas for a virtual summer reading program. She also attended webinars on nature based programs, which can be used for gardening programs.

Cindy recorded several more Story Time videos, craft videos, and videos highlighting different areas of the Youth Services Department.

### **Technical Services**

No cataloging or processing of materials occurred during April.

## **COMMITTEE REPORTS**

### **Automation/Technology**

None

### **Building and Grounds**

Ashmore reported that architect Jamie Cosgriff advised that the Building and Grounds Committee could wait until restrictions loosen and they can meet in person to discuss the repairs to the landscape retaining walls and the conversion of the west patio from brick to concrete.

### **Finance**

None

### **Personnel**

None

### **Public Relations**

None

## **FRIENDS OF THE LIBRARY**

None

## **RAILS/RSA**

None

## **OLD BUSINESS**

None

## **New Business**

Ashmore reported on the safety guidelines he would like to see in place when the library reopens. Discussion was held on each of these guidelines and suggestions were made for additional guidelines. Ashmore was asked to send to the board a final list of the guidelines agreed upon based on this discussion.

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

Meeting adjourned at 5:51 PM.

Respectfully submitted by Chris Ashmore