

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

November 9, 2020

The regular meeting of the Jacksonville Public Library Board of Directors was held November 9, 2020 in the meeting room of the Jacksonville Public Library. The meeting was also made available virtually via Zoom. Present were President Mary Ferguson, Forrest Keaton, Kevin Eckhoff, Noel Beard, Lisa Haley and library director Chris Ashmore. Katie Weeks, Ted Roth, Elizabeth Kennedy, and Craig Albers were present via Zoom.

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

It was moved by Eckhoff and seconded by Haley that the minutes of the October Board Meeting be accepted as submitted. A roll call vote was taken. 9 Yea, 0 Nay. Motion carried.

It was moved by Roth and seconded by Kennedy that all financial reports for November be approved and that all properly approved bills for November in the amount of \$55,618.70 be paid out of general funds as funds are available. A roll call vote was taken. 9 Yea, 0 Nay. Motion carried.

Director's Report

As the weather got a bit colder and Covid-19 cases began to spike again, traffic at the library remained steady. The entire staff also stayed busy with many projects and tasks.

I had several meetings during the month, including a Finance Committee meeting to approve the library's 2021 budget; a regular monthly board meeting; and an Automation and Technology meeting to discuss video conferencing and upgraded Wi-Fi. I also met with consultant Matt Martin to discuss a change to the library's endpoint protection.

The library's book club met via Zoom on October 29 to discuss the book *How to Be an Antiracist* by Ibram X. Kendi. The group had one of its better discussions, as there was a lot of "food for thought" coming out of this book.

Sarah took a turn appearing on WLDS radio with Gary Scott in October, so that she could talk about her upcoming Zoom programs. I am going to try to have Sarah and Cindy and maybe other staff members appear on the radio occasionally. I think it will add some variety and let the public hear from people other than me.

I received all of the memorial gifts given in the name of Jack Crump, totaling well over \$1,000, and wrote thank you notes to those that gave, as well as sending a list of donors

to Jack's widow Margaret. I also signed this winter's snow removal contract with Turner Tree Service. They have done an excellent job for us for years and have not increased their costs.

Kluge Upholstery visited the library to take a look at the reading room chairs that are in need of re-upholstery. Kluge cannot do the work until 2021, but since most of the chairs are not being used right now, I think we can wait. They even offered to allow us to pay for some of it this year if it would help with our budget. Kluge's price is very reasonable at \$250 per chair and they have done good work for us in the past.

Other tasks keeping me busy during the month of October included collection development, web site and Facebook maintenance, and maintaining the day-to-day operations of the library.

Though things have been difficult and unpredictable during this unprecedented pandemic, I continue to be very proud of our staff and our patrons and the way they have responded. I continually tell myself that many people, businesses and organizations have it much worse than we do and I am slowly learning to deal with not being able to do some of the things we have done in the past or plan as far into the future as I like.

We have been able to keep the library open for many services and have not encountered any health issues. As long as we continue to be vigilant with mask wearing, social distancing, hand washing and cleaning, I think the library will do just fine this winter.

Adult Services

The Adult Services department slowed down a little bit in October; it was still an eventful month, however. Staff worked together to record, upload and coordinate virtual programs for both Adult and Youth Services. Sarah had 9 technology appointments in October and helped people with more informal technology questions each day. She also spent time promoting events using social media, sending items to local media outlets and more. She also worked on research projects with patrons relating to local history and genealogy.

Sarah updated the blog, social media and the website as time permitted. She also continued weeding books to create room on the shelves upstairs. Sarah had two live virtual events in October. One Zoom program was all about zero waste living and how consumers can make choices that will be better for our environment. The other Zoom program was concerning consumer fraud prevention, including how to prevent identity theft, how to steer clear of COVID scams and more. She also researched items to purchase for the collection and placed book and AV orders as needed. Last but not least, Sarah put up a new display of books.

Interlibrary Loan/Holds

In October, there were 1,151 items borrowed from other libraries; 919 items lent to other libraries; and 343 reciprocal circulations

Circulation Services

The library provided amazing service to every patron that walked in the door during the month of October. The Circulation Staff was very busy with sanitizing everything and helping people on the computers. Diane Hequet was very busy cleaning disks, fixing books, and helping patrons. Andy Mitchell was busy helping patrons and making poetry videos. Bridget pulled books from the 'new' shelf that were no longer new and changed their locations in the catalog.

Bridget worked on the library's Pinterest account and kept the Pinterest pages up to date. She has also kept track of the ISD and ISVI books to see if they had been turned in at the student's home libraries. Bridget mailed out the overdue notices every day, comparing the information with the patron's accounts to make sure the items had not been turned in yet. She has also started weeding again to make room on the shelves for all the new books that have been switched over. Bridget shelf shifted the Christian Fiction to get all the books off the bottom shelf. She also removed and updated patron emails based on reports sent by RSA.

Extension Services

"Change" continued to be the theme during the month of October. The month started out on a promising note, with renewed interagency meetings and book deliveries. By the end of October, as Covid-19 rates started to increase and local nursing homes reported cases among staff and residents, the largest facilities stopped receiving book deliveries as residents were quarantined in their rooms and contact minimized to prevent spread of infection. The facilities continued to experience changes in staff, with activity directors and key contacts employed and resigning every few weeks (or days!). Diane continued to work out deliveries as best as possible for her homebound patrons, juggling schedules and methods of swapping out books by whatever means possible.

On October 1, the Morgan County Professionals for Senior Wellness met for lunch at The Hangout, the first "in person" meeting since March. The group managed to exchange a lot of helpful information on Medicare updates, elder abuse, and plans for the Prairie Council on Aging's "Un-Senior Day Event", online postings that were scheduled to replace the annual information booth set-up at Hamilton's.

On October 8, Diane represented the library at the Morgan/Scott/Greene County interagency meeting at Pathway. Over 25 agencies shared lots of good resources on the

current homeless shelter initiative, food distribution availability, services for homeless youth, and health issues.

The Jacksonville Area Senior Center remains closed, so no book club meetings were held there or at The Pointe (Knollwood). Diane kept up with ordering new books and shifting books on the shelves to make more room...a never-ending task.

Youth Services

In Youth Services, the Take and Make craft was sponsored by Town and Country Bank. The bank purchased 12 copies of four different titles about saving money and piggy banks that could be painted to go along with them. It was a resounding success and we hope to have more sponsored crafts in the future.

All the regular children's programs continued. Cindy had her three STEAM groups (Little Learners, Geeky Girls and Full STEAM Ahead), along with Story Time videos and virtual Lego Club. Cindy attended two meetings virtually in October and put up a Halloween story at the Story Walk at the YMCA.

Technical Services

Lauren continued to excel in her role as cataloger. With Linda's cataloging assistance and Kim's efficient processing of materials, things ran very smoothly in Technical Services.

COMMITTEE REPORTS

Automation/Technology

Beard reported on the October 27 and November 5 committee meetings and recommended the board accept the proposals from Matt Martin Consulting, LLC for video conferencing equipment, installation and setup – not to exceed \$2,100 and for Wi-Fi equipment, installation and setup – not to exceed \$3,000. Beard made a motion to accept the two proposals, seconded by Roth. A roll call vote was taken. 9 Yea, 0 Nay. Motion carried.

Building and Grounds

Ashmore gave an update on the Courtyard Renovation Project. The bid opening is set for November 19.

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

None

RAILS/RSA

None

Old Business

None

New Business

With no further business to discuss, meeting was adjourned at 5:15 PM upon a motion by Keaton, seconded by Beard.

Respectfully submitted by Chris Ashmore