

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

October 9, 2018

The regular meeting of the Jacksonville Public Library Board of Directors was held October 9, 2018 in the library's conference room. Present were President Mary Ferguson, Robert Underbrink, Craig Albers, Noel Beard, Ted Roth, Elizabeth Kennedy, Kevin Eckhoff, Katie Weeks Adult Services Librarian Hillary Peppers and Library Director Chris Ashmore. Absent was Forrest Keaton.

President Ferguson called the meeting to order at 4:31 PM.

It was moved by Kennedy and seconded by Eckhoff that the minutes of the September board meeting be accepted as submitted. Motion carried.

It was moved by Roth and seconded by Underbrink that all financial reports for October be approved and that all properly approved bills for October in the amount of \$50,856.20 be paid out of general funds as funds are available. Motion carried.

Ashmore reported the balance from the latest Endowment Report.

Director's Report

September was a very busy month at the Jacksonville Public Library, with many activities taking place. The much-anticipated Colson Whitehead visit occurred on Wednesday September 12. Before appearing at Illinois College for a talk and book signing, Whitehead attended a reception at the library from 5:00 – 6:15 PM. The reception was very well attended. Hamilton's provided catering; Our Town Books was on site to sell copies of *The Underground Railroad*; and Whitehead signed approximately 100 books, while talking and taking pictures with many other people. It was quite a coup to be able to partner with Illinois College to bring such a prominent author to town.

The third annual Bookstock Music Festival took place on Saturday September 22. This year, the festival was scaled back to three acts and was held in conjunction with the second Children's Music Festival, a Kids Market and a Friends of the Library Book Sale. The weather was perfect this year and those in attendance really enjoyed the performances, but attendance was not as high as I would have liked. The library gave it a good try, but I think this will probably be our last Bookstock Festival. With the donations we received, the costs were not that great, but the time and effort needed to pull this event off was not worth the small audience who attended.

I spent a lot of time in September finishing planning for a musical event that does draw nice crowds, this season's Music Under the Dome concert series. We will have four concerts this year, with the first one falling on Sunday October 14 at 4 PM.

In observance of Banned Books Week, the library screened the film *The Chatterley Affair* on September 25, a film depicting the 1960 obscenity trial in England for D.H. Lawrence's *Lady Chatterley's Lover*. Robert Seufert, Professor Emeritus of English at MacMurray College, introduced the film and led a very interesting discussion after the screening. In addition to the film, the library displayed books that have been banned or challenged through the years. These displays always cause quite a bit of discussion. The Whitehead visit, Bookstock and *The Chatterley Affair* screening all received a great deal of publicity from the *Jacksonville Journal-Courier* and WLDS radio.

On September 17, the library began hosting two new social work students from MacMurray College. Both Colton Pettyjohn and Alejandra Delos Santos are completing their Junior Year Practicum at the library. They will serve the same role as Darin Michael did last spring -- helping patrons use a public computer to search and apply for employment or social service benefits; helping patrons use a public computer to access financial documents or other vital information; providing resources and support for patrons to advocate for themselves in matters of employment, housing and personal safety; providing referrals to social service agencies; assisting patrons with scheduling social service appointments; and confidentially talking with patrons to provide emotional support. Both Colton and Alejandra will complete 120 hours of work at the library this semester. An added bonus that we have been advertising is that Colton is fluent in American Sign Language and Alejandra is fluent in Spanish. So far, they are both off to a great start and are a pleasure to work with.

Plenty of other activities kept me busy during September. I spent time working with our library consultant, Sarah Keister Armstrong, on the Community Survey. Our Fire Sprinkler Inspection was completed on September 6 and we passed with no issues. I attended a Kiwanis meeting on September 13 to accept a \$250 check for the Jacksonville StoryWalk®. I gave a tour of the library to an ESL class from Lincoln Land on September 20. Poetry Group met on September 19 and the Book Club held its first meeting of the season on September 27. Other tasks keeping me busy in September were working on the 2019 budget, the Shelf Life newspaper column, collection development, Facebook maintenance and maintaining the day-to-day operations of the library.

Adult Services

In September, Hillary worked with me to finalize the details for Bookstock, the library's fall concert. She also coordinated the details of Colson Whitehead's reception on the 12th. She created promotional materials for the Music Under the Dome concert and arranged a program partnership with the Epilepsy Foundation. Because of the overwhelming response to the September craft program, she and library clerk Bridget Dean will repeat the craft class in October. She worked with me on the distribution details of the strategic planning survey and promoted it on the website and through email. Hillary completed the uploading and cataloging of the digital yearbook collection. When RSA updates the catalog page this collection will be made available to the public.

Hillary maintained the library's website with frequent updates. She continued to integrate donations from Greg Olson into Special Collections, met with a patron needing assistance downloading e-books and gave a tour to Illinois College students. She completed several general reference requests as well as specific genealogy and local history queries. She also produced the October print and e-newsletter and distributed it to a variety of media outlets and social service providers to promote the library and its services.

Interlibrary Loan/Holds

In September, there were 818 items borrowed from other libraries; 797 items lent to other libraries; and 369 reciprocal circulations.

Circulation Services

The library continued to provide excellent service to every patron that walked in the door during the month of September. Sarah spent a large portion of the month getting ready for two separate technology classes that she is teaching from the end of September through late October. This work included updating the curriculum and graphics and distributing flyers throughout town as well as other marketing. The first two sessions went very well with around 10-12 people in attendance each night.

Sarah also maintained the hotspot collection on a daily basis to ensure that they are in working order and being returned on time—this generally includes maintenance calls to Sprint, reminder calls to patrons and turning the devices on and off if they are returned late. She ordered a new hotspot to replace one that was long overdue. She also spent time assisting with patron accounts and writing blog posts as time allowed.

Volunteer, Linda Little, as well as the pages, worked on reports of books that have gone missing in order to keep an accurate catalog of the library's collection. Sarah spent time researching diagnostic tools that would allow patrons to diagnose problems with their

vehicle on their own. This information could save patrons money and allow them to make informed decisions about their transportation. Sarah called each auto parts store in town to ensure that the library would not be duplicating service—only one offered this service but it was at a cost-prohibitive price. She ended up purchasing one device and it will be in circulation starting in October. She also removed books that were no longer ‘new’ from that section and put them into regular circulation.

Sarah also held a meeting for everyone who shelves to make sure that everyone was on the same page about new procedures and to give any reminders about current services and offerings. Sarah also created a donation brochure to inform patrons about what items the library will accept as donations. Hopefully, this will cut down on donations that the library is unable to use in any way. Overall, it was a busy, but productive month at the circulation desk!

Extension Services

September seemed more like summer than autumn as far as the weather was concerned, but almost like January in terms of patron changes for homebound delivery. Heritage Health has closed two hallways due to a low census, which lowered the number of residents receiving books at that facility. Several homebound patrons passed away or had significant health issues, which also led to a drop in circulation. A few new patrons have been added (and one patron got married!), so hopefully the numbers will start climbing again.

Diane attended the Morgan County Professionals for Senior Wellness meeting at Heritage Health on September 6.

The Knollwood Book Club met on September 14, and the Jacksonville Area Senior Center Book Club met on September 25. Both groups enjoyed looking over examples of banned and challenged books for adults and children while discussing why some books are considered objectionable.

Youth Services

September brought some new things in Youth Services. Early Years is back for another year of Lap Sit. They will be coming on the first Friday of each month and Cindy will cover the rest of the Fridays. Cindy also held the second Children’s Music Concert on the morning of Bookstock. In conjunction with the music, she also featured a Kids Market, where kids had an opportunity to make craft items and sell them to a wide audience. Five families participated in the Kids Market and while no one sold out, they all gained a valuable experience in business planning.

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

Ashmore and members of the Finance Committee reported on the October 2 Finance Committee Meeting. At this meeting, the committee approved a 2019 budget, which they recommend to the full board for approval.

Beard brought up the possibility of the library receiving less in Replacement Tax revenue because the City of Jacksonville would be receiving less. Ashmore said that he would contact City Clerk Skip Bradshaw for another reassurance that the library would receive its full Replacement Tax revenue.

Underbrink made a motion to pass the 2019 budget recommended by the Finance Committee, contingent upon Ashmore getting a reassurance from City Clerk Bradshaw that the library would receive its full Replacement Tax revenue in 2019. Weeks seconded this motion. Motion carried.

Personnel

Ashmore and members of the Personnel Committee reported on the September 25 Personnel Committee Meeting. At this meeting, the committee approved the creation of the new job title of Public Services Librarian and the promotion of Sarah Snyder to this position. The question of salary increases for Sarah and Assistant Director Hillary Peppers was then discussed.

The board agreed to raise Sarah's salary to an amount three percent less than \$43,000 on November 1 and to raise Hillary's salary to an amount three percent less than \$48,000 on November 1, so that they would be earning \$43,000 and \$48,000 respectively after receiving three percent raises on January 1, 2019.

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported on the September Friends of the Library board meeting.

RAILS/RSA

None

OLD BUSINESS

Ashmore updated the board on the progress of the Long Range Planning process. At this time, the library has received over 230 community surveys with three weeks remaining on the survey.

Consultant Sarah Keister Armstrong will be putting together a report based on the results of the survey, which she will share with the board in person at the November board meeting.

New Business

Keaton made a motion, seconded by Roth to re-elect the same board officers for another year term. President – Mary Ferguson; Vice-President – Craig Albers; Secretary – Betsy Kennedy. Motion carried

The agenda item of public fax services was removed from discussion.

The meeting was adjourned at 5:44 PM. on a motion by Beard, seconded by Eckhoff.

Respectfully submitted by Chris Ashmore