

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

October 13, 2020

The regular meeting of the Jacksonville Public Library Board of Directors was held October 13, 2020 in the meeting room of the Jacksonville Public Library. The meeting was also made available virtually via Zoom. Present were President Mary Ferguson, Kevin Eckhoff, Noel Beard, Lisa Haley and library director Chris Ashmore. Katie Weeks, Ted Roth, Elizabeth Kennedy, and Craig Albers were present via Zoom. Absent was Forrest Keaton.

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

Guest Jamie Cosgriff from Graham and Hyde Architects, Inc. updated the board on the progress of the courtyard renovation project.

It was moved by Eckhoff and seconded by Beard that the minutes of both the regular and special September Board Meetings be accepted as submitted. A roll call vote was taken. 8 Yea, 0 Nay, One absent. Motion carried.

It was moved by Beard and seconded by Eckhoff that all financial reports for October be approved and that all properly approved bills for October in the amount of \$52,437.55 be paid out of general funds as funds are available. A roll call vote was taken. 8 Yea, 0 Nay, One absent. Motion carried.

The Endowment Fund numbers for end of September were given.

Director's Report

September was another good month at the Jacksonville Public Library. After four months of being reopened, staff and patrons have adjusted nicely to the "new normal" (overused phrase, I know). While overall traffic and patron activity was not as high as pre-Covid, the entire staff continued to stay very busy with the new responsibilities that the pandemic has brought us (e.g. quarantining materials, regular cleaning, virtual programming, etc.).

In Building and Grounds news, Jamie Cosgriff met with the board in a special September meeting and is proceeding with the wall repair/patio project. Time, weather and the wishes of the chosen contractor will decide if the project is finished this year or delayed until the spring of 2021. Early in the month, I met with a couple of more businesses to get bids for the parking lot. VICC, operated by David Freesen (also known as the Asphalt Guy) here in Jacksonville, was chosen and had the library's parking lot crack filled, sealed and restriped the third week of September. The lot looks great and I plan on budgeting for this process every three years.

Late in September, the library began to receive donations in memory of Jack Crumb. The donations are still arriving, but it looks like the library will receive a nice amount in gifts. When I have received everything from the funeral home, thank-you letters will of course be sent, as well as notifying his widow of those who donated.

On the evening of September 24, the first Book Club meeting of the new “season” was held. The group decided unanimously to hold Book Club via Zoom this season and the first meeting went very well. The group had a nice discussion of *The History of Bees* by Maja Lunde.

I met with representatives of Google Street View and signed a contract for the library to be photographed inside in a variety of ways. People using Street View can not only view the library building from outside, but will now be able to “enter” the building and see what we have. I am excited about this new marketing opportunity. Shooting is scheduled for November 17.

Other tasks keeping me busy in September included working on the library’s 2021 budget to be approved in October; preparing the library’s weekly Shelf Life column for the *Jacksonville Journal-Courier*; preparing weekly ads for *The Source*; making an appearance on WLDS radio on September 17; collection development; web site maintenance; and maintaining the day-to-day operations of the library.

Last but certainly not least, Mayor Ezard appointed Lisa Haley to the Jacksonville Public Library Board of Trustees and the City Council approved the appointment at the September 28 council meeting. Lisa will be replacing long-time trustee Robert Underbrink.

Adult Services

September was incredibly busy in Adult Services with many patrons seeking help with job applications, school assignments, and a variety of pandemic-related issues from unemployment assistance to legal questions to health insurance problems. Staff worked together to record, upload and coordinate virtual programs for both Adult and Youth Services. Sarah had 12 technology appointments in September and helped people with more informal technology questions each day. She also worked on a few different 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 worked on promoting the virtual events that took place in September including a program about historical African-American cemeteries and one about the Census. She also researched items to purchase for the collection and placed book and AV orders as needed. Last but not least, she put up a new display of books.

Interlibrary Loan/Holds

In September, there were 1,282 items borrowed from other libraries; 1,039 items lent to other libraries; and 406 reciprocal circulations

Circulation Services

The library provided amazing service to every patron that walked in the door during the month of September. 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. She also worked on the library's Pinterest account and kept the Pinterest pages up to date. She 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. Bridget also removed and updated patron emails based on reports sent by RSA.

Extension Services

Homebound delivery services continued at a slow pace in September. Front door exchanges with the nursing homes and assisted living facilities helped established patrons keep up with reading, but face-to-face contact was still not allowed. Diane was able to contact some patrons by phone or email, but it was difficult to pick up new readers due to quarantines.

The Morgan County Professionals for Senior Wellness met on Zoom on September 3. Most of the providers for senior services were concerned about keeping Covid-19 away from their staff and clients. Fundraising events are going on-line. The Jacksonville Area Senior Center was still closed, so no board meetings or book club programs took place there.

Diane ordered new books for fall, moved books around on the shelves, and tried to finish off the most recent weeding list.

Youth Services

September moved along like the past few months, with all of our YS programming online. Cindy continued with the three STEAM groups, Story Time, Lego Club and Toddler Art as either videos or posts on Facebook. She offered bookmarks as a Take and Make Craft, which was overwhelmingly popular. The kid's crafts were gone in a week or so. She made extra bags for the Teen group and they lasted through the

month. Cindy had a volunteer from Illinois College who helped film the Story Times and a STEAM video for next month.

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

A date of October 27 at 4:30 PM was set for a committee meeting to discuss video conferencing and upgraded wi-fi with consultant Matt Martin, depending on that date working for Matt.

Building and Grounds

None

Finance

Ashmore and the Finance Committee presented the library's 2021 budget which was approved at the October 6 committee meeting.

Beard made a motion to approve this budget as presented, seconded by Kennedy. A roll call vote was taken. 8 Yea, 0 Nay, One absent. Motion carried.

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

None

RAILS/RSA

None

Old Business

None

New Business

Eckhoff made a motion, seconded by Haley to re-elect the current slate of officers for another year, running from October 2020 through October 2021. The officers are Mary Ferguson – President; Craig Albers – Vice-President; and Elizabeth Kennedy – Secretary. A roll call vote was taken. 8 Yea, 0 Nay, One absent. Motion carried.

Eckhoff asked if the library was doing in anything to honor Robert Underbrink's 19 plus years of service on the library board. Ideas were discussed and Ashmore plans on contacting the *Jacksonville Journal-Courier* to see if they would be interested in running an article about his service.

Eckhoff also inquired as to whether the homeless population has been frequenting the library now with cold weather on its way. Ashmore responded that he had not seen a difference.

With no further business to discuss, meeting was adjourned by President Ferguson at 5:12 PM.

Respectfully submitted by Chris Ashmore