

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

September 11, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held September 11, 2017 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, Ted Roth, Library Director Chris Ashmore and Adult Services Librarian Hillary Peppers. Absent were Katie Weeks, Craig Albers 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 the August board meeting be accepted as submitted. Motion carried.

It was moved by Roth and seconded by Kennedy that all financial reports for September be approved and that all properly approved bills for September in the amount of \$57,319.61 be paid out of general funds as funds are available. Motion carried.

Keaton reviewed the numbers from the latest Endowment Report.

Director's Report

August was the complete reverse of the month of July. In July, library traffic was so high that I did not get a chance to work on many goals and upcoming projects. In August, the library traffic slowed a bit, as is typical after Summer Reading and before school begins, and I was able to begin working on many things that will be coming up this fall.

Our biggest event in August was a program for the Solar Eclipse on August 21. Sarah planned and managed the entire program and it went very well. Approximately 200 people came to the program that Monday. Beginning at 11:00 AM, they were shown a documentary explaining the eclipse. This had to be shown in shifts due to the overwhelming number of people being unable to fit into the meeting room at once. Sarah then gave a talk about safe practices during the eclipse viewing and while the crowd waited for the eclipse, they enjoyed drinks, snacks and several crafts for the children. Sarah then handed out glasses that the library ordered for the event and the group filled the green space while viewing the eclipse. Everyone had a good time.

On August 1, Bridget and I set up a tent in Community Park for the Crime Stopper's Night Out. It was an evening to honor local law enforcement. The library booth had fliers and brochures about upcoming events and services we offer. We also provided a craft table for the children. Many people stopped by our booth while walking around the park, eating and listening to music. We packed up and left about 9:00 PM before an evening movie was screened.

On August 10, the library hosted another program by the Alzheimer's Association of Central Illinois. This program was about communicating with Alzheimer's patients and proved to be another interesting event. On August 22, Linda Ryan gave a program that Hillary arranged on collecting and using oral histories for genealogy purposes. This program was very well attended and many stuck around afterward to ask Dr. Ryan questions.

An upgrade was made to our SirsiDynix Workflows circulation software on the evening of Sunday August 20. I came into the library very early the next morning to download and install the update on all of the computers running Workflows before we opened at 9:00 AM. Meek and Co. installed five new computers that were due for replacement. The library is on a good schedule for having all Windows 10 machines by January 2020.

During the month, I also attended several meetings, helped the Friends group pick up a rather large donation, selected books for the upcoming Book Club season that begins in September and did plenty of PR for the Bookstock Music Festival on September 23. September and October will be very busy months at the library, so I spent as much time as possible in August preparing for the fall. In September and the first half of October, the library will have both a fire alarm and sprinkler inspection; an after-work staff meeting; an author visit from Jacksonville native Sarah Angleton; the first two Music Under the Dome concerts; the Bookstock Music Festival; and the start-up of book club. I will also be busy in September working on the library's 2018 budget so that it can be passed at our October board meeting and handed into the Mayor and City Clerk before I leave for the Illinois Library Association annual conference in Tinley Park on October 10.

On a personal note, Amber's second surgery will take place on September 21, which is two days before that Saturday's Bookstock. I am very glad to have Hillary to rely on to make sure everything arrives and is set up correctly on Friday September 22. Hillary is so capable that even an OCD person like myself can take that Friday off work without worrying about things being done properly. I can't express how lucky I am to have Hillary and other staff members that I can delegate things to and have complete trust in there being done correctly.

Other things keeping me busy in August included web site and Facebook maintenance, collection development and lots of public relations.

Adult Services

In August, Hillary worked on advertising the upcoming 2017-2018 Music under the Dome concert series and the upcoming author talk with Sarah Angleton. She worked closely with Chris on the final details of Bookstock and worked with the graphic designer on posters, newspaper ads and social media material.

Hillary created the September newsletter and distributed it to media outlets and social service providers in the area. She updated the website with information about the latest app with which to read e-books from Overdrive, as well as performing routine updates

on library events and services. Hillary assisted dozens of patrons with genealogy research, microfilm questions as well as general reference questions. Along with Chris and Cindy, she also contributed to the Shelf Life newspaper column each week.

Interlibrary Loan/Holds

In August, there were 973 items borrowed from other libraries; 827 items lent to other libraries; and 501 reciprocal circulations.

Circulation Services

August continued to be rather busy at the circulation desk. The staff was inundated with library card applications—many of which were students from the Illinois School for the Deaf. In general, the library is seeing many new patrons, which is wonderful.

The library said goodbye to pages Courtney Langdon and Austin Crowder. Sarah continued to train the three new pages to get them ready to work the circulation desk, in addition to shelving.

Sarah made contact with Rock Hymes about constructing a new adult circulation desk. The two came up with a plan, approved by me, and construction will most likely begin in October. The biggest change will be a display area for flyers and books so that the desk will look less cluttered. Rock will also construct more drawers for some much-needed extra storage space. The desk will be mostly wood to mirror the rest of the furniture in the building.

As much as possible, Sarah also wrote blog posts on a weekly basis. She had four technology appointments in August, ranging from making picture libraries to learning how to use new smartphones. Last but not least, Sarah pulled books for the display in August. The theme was “The Dog Days of Summer” and both non-fiction and fiction books about dogs were on display.

Extension Services

Even after the excitement of summer reading, August homebound deliveries stayed at a good pace, with several new patrons signing up for the service. Diane used Lions Club funds to purchase quite a few new books.

Diane attended the Jacksonville Area Professionals for Senior Wellness meeting at Heritage Health on August 3 and the Morgan/Scott/Greene County Planning Committee meeting at Passavant Hospital on August 10. Area service agencies have planned quite a few fundraisers and awareness events for the fall months.

The Knollwood Book Club met on August 11 and the Senior Center Book Club met on August 22, with Diane leading the discussions on "Touring Washington D.C." The library has a good selection of books on the history of the city, as well as many of the monuments and museums located there.

Youth Services

August was a busy month for Youth Services. Cindy held regular Story Time sessions, Lap Sit and Lego Club. She also had a large class visit from the Illinois School for the Deaf. Most of a day was devoted to giving them a tour and getting all of the students signed up for library cards. On Monday August 28, Courtney from World Book gave a presentation on the World Book Online resources that are available through the library. World Book has lesson plans, vocabulary lists and so much more available than simply the online encyclopedia. The program was well attended by homeschooling families. Cindy held a special Story Time in August where kids learned about immigrant families and drew on three quilts that Cindy had made for the Welcome Blanket Project. The quilts will be sent to the Smart Museum of Art on the University of Chicago's campus to be displayed until December, when they will be given to immigrant families in an effort to welcome them to the United States.

Technical Services

Lauren continued to excel in her new 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

Beard suggested that the library update its PCs that won't be replaced until 2019 from Windows 7 to Windows 10, because even though "end of life" for Windows 7 is not until January 2020, support for Windows 7 has already ended. The PCs that will be replaced in 2018 can wait until replacement to make the switch to Windows 10.

Building and Grounds

None

Finance

A Finance Committee meeting was set for Monday October 2, 2017 at 4:30 PM in the library's conference room. The purpose of the meeting will be to discuss/approve the library's 2018 budget.

Personnel

A Personnel Committee meeting was set for Monday October 23, 2017 at 4:30 PM in the library's conference room. The purpose of the meeting will be to approve some minor changes to the library's Personnel Policy. Ashmore will send out a copy of the revised Personnel Policy a week before the committee meeting so that committee members may review it.

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported that the next Friends Book Sale would be held on Saturday September 23 in the library's green space in conjunction with the Bookstock Music Festival. This suggestion was made by Keaton at the August board meeting and the Friends liked the idea.

RAILS/RSA

None

OLD BUSINESS

Ashmore reported that Neff-Colvin finished replacing all of the stained ceiling tiles on the top floor of the library.

Ashmore reported that Rock Hymes had agreed to build and install a new circulation desk for the library, as well as take down and haul away the old circulation desk. His price is \$16,000. Ashmore passed around a picture of the circulation desk he built for the Illinois College Library last year.

Ferguson suggested that the new desk's exterior wood be quarter sawn so that it would look nicer and match the other furniture in the library. Ashmore agreed to look into the cost increase of this change.

NEW BUSINESS

Ashmore gave an updated progress report on the suggested improvements from his 2016 performance review.

Beard made a motion to adjourn the meeting at 5:35 PM, seconded by Roth. Motion carried.

Respectfully submitted by Chris Ashmore