

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

September 10, 2018

The regular meeting of the Jacksonville Public Library Board of Directors was held September 10, 2018 in the library's conference room. Present were President Mary Ferguson, Forrest Keaton, Craig Albers, Noel Beard, Ted Roth, Elizabeth Kennedy, Kevin Eckhoff, Katie Weeks Adult Services Librarian Hillary Peppers and Library Director Chris Ashmore. Absent was Robert Underbrink.

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

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

It was moved by Albers and seconded by Roth that all financial reports for September be approved and that all properly approved bills for September in the amount of \$56,172.30 be paid out of general funds as funds are available. Motion carried.

Ferguson reported the balance from the latest Endowment Report.

Director's Report

August was another busy and productive month at the Jacksonville Public Library. On Saturday August 4, the library hosted a Home Brew program put on by Capital City Brewing Supplies. Everyone in attendance got a lesson on making his or her own beer. On Thursday August 9, the library and the Morgan County Historical Society co-hosted a program at the library entitled "Binding Our State Together: 200 Years of Canals, Railroads, Postal Services and Roads". The program was presented by Dr. Norm Moline of Augustana College and paid for with a grant from the Illinois Humanities Council Road Scholars Program as a part of the Illinois Bicentennial Celebration.

The final Travelogue program of the summer was held on Thursday August 16. Dr. Bernd Estabrook of Illinois College gave an excellent presentation on the City of Berlin, both before and after The Wall came down. Another interesting and well-attended program was presented by the Alzheimer's Association of Illinois on Thursday August 30. The program was entitled "Healthy Living for Body and Mind" and the speaker gave tips for leading a healthy lifestyle to help slow the dementia process.

Bridget and I staffed a tent at the National Night Out sponsored by the Morgan County Crime Stoppers and held at Community Park on Tuesday August 14. The event was originally scheduled for August 7, but had to be rescheduled due to weather. In addition to providing lots of information about the library, we had a popular rock painting activity for the many children who stopped by the tent.

The library participated in Illinois College's Service Blitz held at the beginning of the school year. Six students from Illinois College came to the library on Sunday August 26, cleaned out the library's garden, and then helped sort and move books for the next Friends of the Library book sale. On Monday August 20, I attended a Chamber of Commerce Ribbon Cutting ceremony at the Bob Freesen YMCA for the opening of the StoryWalk® co-sponsored by the library and the YMCA.

Many other meetings and projects kept me busy during the month of August, some of them to prepare for an even busier September. I met with Dr. Emily Adams of Illinois College to finalize details of the co-sponsored Colson Whitehead visit that is finally occurring on Wednesday September 12. After several delays, Head of City Maintenance Terry Chumley fixed the book drop in the library's parking lot, as it was not latching properly. I have a couple of other small projects that City Maintenance will be working on shortly.

We held staff meetings on both August 15 and August 29 to go over the many things coming up at the library and to give reminders of some simple circulation procedures. We hold the meetings before the library opens and had to have a second staff meeting, because we ran out of time at the first one. When there is a lot happening, there is a lot to discuss. The Poetry Group met at the library on Wednesday August 15; I appeared on WLDS radio on August 16 to discuss goings on at the library; I met with Kyla Hurt of *The Source* to discuss some advertising deals they are offering; and I attended the Friends of the Library Board Meeting on Thursday August 23.

Adult Services

August was a busy month ramping up to Colson Whitehead's visit in September. Hillary oversaw two community discussions of *The Underground Railroad*. The library's book giveaway was a success. Many of the winners attended and contributed to the discussions. Hillary also worked with Hamilton's to arrange catering for the reception.

August also saw the end of this year's Books on Wheels program. With additional funding, greater publicity and new stops, it was a remarkable success. Goals were exceeded in every category. Hillary and library clerk Bridget Dean continued to fulfill the requirements for the two grants that were awarded to support this year's program.

Hillary attended a training session at the RAILS office in East Peoria and began cataloging the scanned Jacksonville High School yearbooks. She is making steady progress and hopes to complete the project and have it online soon.

Hillary created the September newsletter and e-newsletter and distributed it to media outlets and social service providers in the area. She continued to weed fiction. She updated the website as well as assisted patrons with genealogy research, microfilm questions and general reference questions.

Interlibrary Loan/Holds

In August, there were 1043 items borrowed from other libraries; 890 items lent to other libraries; and 423 reciprocal circulations.

Circulation Services

The library provided excellent service to every patron that walked in the door during the month of August. The month slowed down a bit as the summer wound down and patrons got ready for school. Three pages started school as well so Sarah communicated with them to make sure the library schedule worked.

Sarah spent a large portion of her time with patron circulation issues and requests. Hotspots circulated with more frequency as the policies were tightened. Sarah still spent time each day checking on hotspot due dates, purchasing chargers as needed, troubleshooting issues and having them turned off and on. She also ordered a replacement hotspot for one that has not been returned to the library since the program began. She updated emails in the system based on reports sent via RSA. She updated the blog and book display on the website as time permitted. Sarah also withdrew a collection of cassette tapes that were still in the system.

Sarah worked on a weeding project in the audiobook section. After analyzing an RSA report, she quickly realized that this area circulates very well but there were titles that had not checked out in a number of years. In order to make more space for newer additions, she withdrew those items. She also created a weeding list of Young Adult and Parent books for Cindy to peruse for her weeding projects. Sarah generated a list of emails that have been added to the library's system in the past month so that patrons who "opt in" can be added to the library's monthly newsletter mailing list. She also spent time at Faith Printing transferring some documents that had been lost in a hard drive malfunction at a different location. Sarah redesigned the postcard that is sent to patrons who cannot be reached by email or phone. It now features the library's logo, meshing with the library's other marketing items.

Sarah attended an RSA Users Group meeting where new updates to the system were discussed as well as possible future changes. She also had an outreach technology appointment with a patron in her home who needed help using Word as well as two traditional technology appointments in the library. Sarah assisted in the use of the library's new camera that will record appropriate programs and then be uploaded onto YouTube.

Sarah helped with two separate staff training meetings to keep the staff up to speed and to showcase a new tool that maps out where a patron lives to see what home library they should use. Finally, she scheduled two computer classes that will run from the end of September through October. In order to meet demand, she scheduled both the basic and Windows 10 classes.

Extension Services

August passed by far too quickly but featured the usual round of homebound deliveries, book talks, meetings and a few vacation days added in for variety.

Diane attended the Professionals for Senior Wellness meeting at Heritage Health on August 2 and the Morgan/Scott/Greene County Interagency meeting at Passavant Hospital on August 9. The program for both meetings shared details on the upcoming community health initiative to be sponsored by Passavant Hospital, which will focus on developing relationships with families in a selected area of town and connecting them with health and social services that meet their needs.

The Jacksonville Area Senior Center book club met on August 14 and the Knollwood Book Club on August 17 to discuss "Hobo Life." There were many stories shared about experiences with hobos coming to homes during the Depression years, asking to work in exchange for a meal.

Diane submitted an article about Jacksonville Public Library's homebound delivery services and the children's summer bookmobile program to "Associates: the Electronic Library Support Journal" July issue (which actually came out in August). The journal features articles written by support staff from a wide variety of libraries in Australia, Canada, USA, and occasionally other countries.

Youth Services

August was a great month for Youth Services. The Summer Reading Program wrapped up, Cindy took a well-deserved vacation and the excitement of school starting began. Everyone enjoyed August with a normal schedule of Story Time, Lap Sit, Geeky Girls and Full STEAM Ahead. While that sounds like a lot of programs, it seemed calm and serene compared to the hustle and bustle of Summer Reading. Garden Club finished up in August and thanks to the Illinois College Service Blitz volunteers, the garden is already pulled out! Our STEAM programs did not have high attendance, but Cindy thinks that it was too close to school starting for families to add this to their plate. Due to vacation, Bridget attended Diaper Bags to Backpacks in Cindy's place and did a wonderful job. Cindy also met with the folks from Midwest Youth Services about having volunteers from their program help out at the library.

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

A Finance Committee meeting was scheduled for Tuesday October 2 at 4:30 PM in the library's conference room. The purpose of the meeting is to discuss and approve the library's 2019 budget.

Personnel

Ashmore again reported that Circulation Supervisor Sarah Snyder had completed her Master's Degree in Library and Information Science and raised the idea of broadening her job description with more professional duties and compensating her accordingly. Ashmore also mentioned, in the desire to invest more in professional staff and keep a buffer between Sarah's and Hillary's salaries the idea of also raising Assistant Library Director Hillary Pepper's salary. The promotion and raises were discussed briefly and it was decided to take up this issue at a Personnel Committee meeting. A Personnel Committee meeting was then scheduled for Tuesday September 25 at 4:30 PM in the library's conference room.

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported on the August 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, staff is reviewing the community survey. The board will then have a chance to make suggestions. The goal is to get the survey out electronically and in paper form in early October.

New Business

Ashmore reported that the board terms of Eckhoff, Roth and Underbrink would be up in October. Eckhoff and Roth expressed their willingness to serve another three-year term.

The meeting was adjourned at 5:18 PM. on a motion by Keaton, seconded by Beard.

Respectfully submitted by Chris Ashmore