

# MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

September 14, 2020

The regular meeting of the Jacksonville Public Library Board of Directors was held September 14, 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, Forrest Keaton, Noel Beard, Katie Weeks and Craig Albers via Zoom and Library Director Chris Ashmore. Absent were Robert Underbrink, Elizabeth Kennedy, and Ted Roth.

President Ferguson called the meeting to order at 4:34 PM.

Guest Jamie Cosgriff from Graham and Hyde Architects, Inc. was unable to attend the meeting. In his absence, Ashmore passed out Cosgriff's latest drawings and cost estimates for the repair of the maintenance walls and updating the west patio project.

Because the board had several questions for Cosgriff before proceeding on this project, a special library board meeting was scheduled for the following Monday October 21 at 4:30 PM, at which time Cosgriff would be present.

It was moved by Eckhoff and seconded by Beard that the minutes of the August Board Meeting be accepted as submitted. Motion carried.

It was moved by Beard and seconded by Eckhoff that all financial reports for September be approved and that all properly approved bills for September in the amount of \$60,295.47 be paid out of general funds as funds are available. Motion carried.

The Endowment Fund numbers for end of August were given.

## **Director's Report**

August was another busy month as the library staff continued to get used to the restrictions and guidelines put in place due to the Covid-19 virus. As I have stated in the past, we are lucky that we have not had many problems enforcing mask and social distancing rules, but we continue to be vigilant. Public libraries have led the way in erring on the side of safety and this has proven to be the correct approach, as most stores and other public places are now enforcing the mask wearing and social distancing that we have enforced since we reopened on June 1.

Youth Services Librarian Cindy Boehlke had surgery on August 3 and missed about eight days of work, followed by working half days for a couple of more weeks. The entire staff filled in admirably during her absence. Sarah registered for a four week

workshop that starts in September called “Creating Virtual Programs for Adults”. She hopes this will give us some good ideas for improving the quality of our virtual programs.

Throughout August, the library served as a collection place for donated school supplies for Jacksonville Middle School. This donation drive, sponsored by Jacksonville Main Street, helped collect many needed supplies for students.

On August 12, Cindy and I met with representatives from Town and Country bank. We began partnering with the bank on a literacy initiative dealing with kids learning to handle and save money. Books that we have selected are being purchased by the bank and handed out to kids at the library. In a post-Covid world, we hope to have some in-house programming on handling money which would also involve the bank.

Sarah and I met with a representative of Newspaper Archives, a research database that we subscribe to, via telephone on August 18. The representative explained some new features and we were able to ask some questions about things with which we have had problems.

On Sunday night/ Monday morning of August 23 and 24, I ran an upgrade on all of the PCs we have with Workflows, our circulation software. Only a few small features were changed, but they will be useful to users of the software.

Our license for Symantec Endpoint Protection is coming up for renewal soon and there are some changes we have to make to the subscription since its purchase by Broadcom. I have a meeting planned with Matt Martin, our new computer consultant, to discuss making this transition before the end of October. Amazingly, we have not needed Matt for any computer help at all this year, so this meeting will also be a chance for us to get to know each other; for Matt to get to know our computers and software; and for us to discuss the upcoming upgrade to fiber Internet service that we will receive as part of the City’s deal with i3 Broadband. I also think that the upgrade to fiber, whether later this year or early next, will be a good time to make sure we improve our Wi-Fi to a commercial grade product.

On August 31, the library had its annual Fire Alarm and Fire Sprinkler Inspection performed by Johnson Controls (formerly Simplex Grinnell). Both inspections were passed with no deficiencies or recommendations.

Other tasks keeping me busy in August included a radio appearance on WLDS, collection development, and web site and Facebook maintenance.

## **Adult Services**

August was another steadily busy month in Adult Services. Staff worked together to record, upload and coordinate virtual programs for both Adult and Youth Services. Sarah had nine technology appointments in August and helped people with more informal technology questions each day. She also worked on a variety of research projects with patrons including local history research and genealogy.

Sarah also helped patrons with general reference questions each day. She updated the blog, social media and the website as time permitted. She also continued weeding books to create room on the shelves upstairs. Sarah scheduled several programs with outside presenters for the coming months and met with representatives from the Faith Coalition for the Common Good in Springfield. They will be doing a virtual program about the census for the library on September 1. She also researched items to purchase for the collection and placed book and AV orders as needed. She also put up a new display of books. Last but not least, Sarah attended the RSA Users Group meeting virtually to get updates about what is going on with our library system.

### **Interlibrary Loan/Holds**

In August, there were 1,473 items borrowed from other libraries; 1,039 items lent to other libraries; and 351 reciprocal circulations

### **Circulation Services**

The library provided amazing service to every patron that walked in the door during the month of August. The Circulation Staff was very busy with sanitizing things, helping people on the computers and shelving every day. 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 keeping the Pinterest pages up to date. She also kept track of the books loaned to ISD and ISVI students to see if they had been turned in at the students' home libraries. Bridget mailed out 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**

August homebound deliveries continued to be slow, as local nursing homes/assisted living facilities were closed to outside visitors. Prairie Village, Balsam/Spruce Apartments, Cedarhurst, and Heritage Health staff did a great job gathering up and distributing library materials to their residents. Diane prepared bundles of books/movies and met staff in the facility's parking lot to exchange for returned items. Jacksonville

Skilled Nursing & Rehab and Aperion Care still had too many active COVID-19 cases to allow deliveries. Volunteer Lloyd Bryant checked in occasionally to offer assistance, but there was no opportunity since in-person contact with residents was not allowed.

The Morgan County Professionals for Senior Wellness met on August 6 (by Zoom) to compare notes on how different social service agencies/senior facilities are coping with restrictions.

Diane submitted a short article for the summer edition of "Associates: The Electronic Library Support Journal" describing how the library has adjusted to COVID-19 restrictions and how her job has changed. The journal is edited in Australia and California, but reaches subscribers all over the world.

### **Youth Services**

Cindy continued to make videos of regular programs including Story Time, Lego Club and the three STEAM groups. She also offered "Take and Make Crafts" for both teens and kids. The kids made a mask out of a sock and the teens made a drawstring bag out of pillowcase. All of the supplies were taken after only a few days, so the crafts were very popular!

Cindy plans to continue offering a craft each month as long as the library isn't offering in-person craft programs. Volunteers from Midwest Youth Services came and helped weed the south garden, which Cindy appreciated since she hasn't been able to work in the garden following her surgery.

### **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**

None

### **Building and Grounds**

None

### **Finance**

A date of Tuesday October 6 at 4:30 PM was decided on for holding a Finance Committee meeting to discuss and approve the 2021 budget.

**Personnel**

None

**Public Relations**

None

**FRIENDS OF THE LIBRARY**

None

**RAILS/RSA**

None

**Old Business**

Ashmore reviewed proposals for crack filling, sealing and re-stripping the library's parking lot. He has chosen to go with Vision Infrastructure Construction Corporation here in Jacksonville (David Freesen). The job will be done very soon.

**New Business**

Ashmore reported that new RAILS guidelines have led the library to switch from a three day to a seven day quarantine on all materials being returned by library patrons.

Ashmore reminded the board that the board terms of Keaton, Kennedy and Albers are up on October 1 and that the Mayor would be contacting them about renewal. Ashmore also reminded the board that election of board officers should take place at the regular October board meeting.

With no further business to discuss, meeting was adjourned by President Ferguson at 5:24 PM.

Respectfully submitted by Chris Ashmore