

# MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

October 11, 2022

The regular meeting of the Jacksonville Public Library Board of Trustees was held on October 11, 2022, in the conference room of the Jacksonville Public Library. The following Trustees were present Mary Ferguson, Noel Beard, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, Doris Robinson, and Katie Weeks. Craig Albers and Lisa Haley were absent. Library Director Jake Magnuson was also present.

President Ferguson called the meeting to order at 5:00 p.m.

On motion of Eckhoff, seconded by Weeks, and carried, the minutes of the September 12, 2022 meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. On motion of Kennedy, seconded by Beard, and carried, the financial reports for October were approved and all properly approved payroll and expenses for October in the total amount of \$53,302.19 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund total value was \$2,044,155.51 as of September 30, 2022 and noted that the total value had decreased by \$713,969.15 since December 31, 2021. He noted that this decrease in total value includes \$125,715.99 of cash and securities disbursements since December 31, 2021, leaving a decrease in the value of investments of \$588,253.16

## **Director's Report**

Magnuson reviewed the Director's Report, September 2022. He reported that the west courtyard renovation has been completed and the west entrance is again accessible.

Magnuson reported that Cors Electric replaced a malfunctioning breaker for the upstairs air conditioning unit. When power was restored, Doyle Plumbing and Heating was able to inspect the unit and discovered that one of the two compressors needs to be replaced. A replacement compressor has been ordered.

Magnuson reported that Matt Martin Consulting has installed the new telephone system, and once the staff is comfortable with the new system, the existing phone numbers will be ported to the new phones.

Magnuson reported that the Friends of the Library recognized Walter Copper as the Friend of the Year.

Magnuson reported that he has had conversations with Kelly Dagan, a professor of sociology at Illinois College, about reinstating a program similar to the prior social worker in the Library to provide a source for research for patrons looking for

governmental or other assistance. He indicated that he hopes to have the program up and running again in January.

Magnuson reported that two new pages have been hired and that Brittany Overby has been promoted to the position of Circulation Supervisor.

Magnuson reviewed the several adult programs that were held in September, particularly noting the well-attended Music under the Dome program.

Magnuson reviewed the Outreach Services activities during the month, including Heidi Estabrook's visits to assisted living facilities, staff participation in the student welcome event at the Illinois College Schewe Library, and contacts with Illinois School for the Deaf students.

Magnuson reported that Youth Services has resumed its storytime and Lego Club activities.

Magnuson and the Board of Trustees reviewed the Comparative Service Report for September, and Magnuson indicated that he will seek greater clarity of what is and what should be reported in the category of "reference questions."

## **COMMITTEE REPORTS**

### **Automation/Technology**

Beard reported that the new telephone system has been installed but that staff and Matt Martin Consulting are still working on operational issues.

Magnuson reported on the proposed modernization of the Library's website appearance using upgraded software provided by Piper Mountain Webs. He reported that the cost of the upgrade is an \$850.00 one-time set-up fee plus \$600.00 per year for hosting. He noted that an e-mail function is not included in this upgraded software and will need to be separately addressed.

Beard reported that the committee will revisit the Library's security and cameras issues to look at options that might improve the function of the security system.

### **Building and Grounds**

Magnuson reported that the west patio renovation has been completed, except for the re-installation of the railings. He also reported that the architect suggested that the wooden window frames in that area be repainted.

### **Finance**

Keaton reported that the Finance Committee will be meeting on Wednesday, October 19<sup>th</sup> at 4:30 p.m. to begin preparation of the budget for 2023. He requested that a

notice of the meeting be posted and provided to the press in compliance with the Illinois Open Meetings Act.

### **Personnel**

Magnuson reported that, with the promotion of Brittany Overby to act as the Circulation Supervisor, he will now review options to address the vacant Adult Services Librarian duties, either by filling that position or by reassigning duties to existing personnel.

### **Public Relations**

No report.

### **FRIENDS OF THE LIBRARY**

No report.

### **RAILS/RSA**

Magnuson reported that he has been attending webinars offered electronically.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

Collection Development Policy: Magnuson reported that he had prepared and distributed a draft of a Collection Development Policy and that the Library currently has a Materials Selection Policy, which was revised as of May 24, 2005. Trustees are encouraged to review and comment upon the draft Collection Development Policy, adoption of which will be considered at the November Board of Trustees meeting.

Fiscal Year 2023 Public Library Per Capita Grant application: As part of the Fiscal Year 2023 Public Library Per Capita Grant application process, Magnuson and the Board of Trustees reviewed the checklists for the following four areas contained in the Illinois Library Association Standards for Illinois Public Libraries: Core Standards, Governance and Administration, Personnel, and Access,

Election of Officers: On motion by Beard, seconded by Eckhoff, and unanimously carried, the following Trustees were elected to the positions indicated for the following year or until their successors are duly elected:

President:	Mary Ferguson
Vice President:	Craig Albers
Secretary:	Elizabeth Kennedy

There being no further business, on motion made by Beard, seconded by Weeks, and carried, the meeting was adjourned at 6:15 p.m.

Respectfully submitted by Forrest Keaton