

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

September 12, 2022

The regular meeting of the Jacksonville Public Library Board of Trustees was held on September 12, 2022, in the conference room of the Jacksonville Public Library. Present were Noel Beard, Kevin Eckhoff, Mary Ferguson, Forrest Keaton, and Katie Weeks. The following Trustees were absent: Craig Albers, Lisa Haley, Elizabeth Kennedy, and Doris Robinson. 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 Beard, and carried, the minutes of the August 9, 2022, regular meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. On motion by Beard, seconded by Weeks, and carried, the financial reports for September were approved, and all properly approved bills for September, in the total amount of \$52,632.81, were directed to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund total value was \$2,206,106.30 as of August 31, 2022, and noted that the total value had decreased by \$552,018.36 since December 31, 2021. He noted that this decrease in total value includes \$124,960.99 of cash and securities disbursements since December 31, 2021, leaving a decrease in the value of investments of \$427,057.37.

Director's Report

Magnuson reviewed the Director's Report, August 2022. He reported that, with the summer reading programs concluded, August was a relatively quiet month. He reported that he has scheduled a staff meeting on Friday, September 16th.

Magnuson reported that Johnson Controls inspected the Library's fire alarms and sprinkler systems and found them in good working order. He noted that the five-year requirements for the sprinkler system are due and will be scheduled soon.

Magnuson reported that staff had noticed that the top floor of the Library was warmer than usual, and Doyle Plumbing and Heating discovered that one of the breakers for the air conditioning unit had failed. He reported that Cors Electric has ordered the replacement part and will install it as soon as it arrives.

Magnuson reported that he had begun discussions with Kelly Dagan, a sociology professor at Illinois College, about restarting the social worker program.

Magnuson reported that one of the pages is moving out of state and left employment at the end of August and that another of the pages will be leaving in the middle of September due to the beginning of basketball season. He reported that one page from

the Illinois School for the Deaf, who volunteered at the Library during the summer, has been hired to work during the school year,

Magnuson reported that the first concert of the Music Under the Dome series was held on September 11th and was very well attended. He noted that Andy Mitchell has been coordinating this music series and has continued to cover a number of the Adult Services tasks.

Magnuson reported that Heidi Estabrook has continued to provide in-person deliveries to several assisted living facilities. He also reported that he, Heidi Estabrook, and Courtney Langdon had met with an administrator at ISD and have arranged for monthly delivery of books to ISD students on the campus starting in September.

Magnuson reported that Library staff were invited by Ryan Roberts, director of the Illinois College library, to have a table at the Illinois College start-of-year event and, as a result, eighteen IC students submitted applications for library cards.

Magnuson reported that, with the end of summer reading programs, Youth Services has been rather quiet, but he noted that a class from Salem Lutheran School has been coming to the Library.

Magnuson reported that he will be looking to fill the vacant Circulation Manager and Adult Services Librarian positions.

COMMITTEE REPORTS

Automation/Technology

Beard reported that Matt Martin did not get started on August 22nd with the installation of the new phones as planned but will begin the installation on September 21st.

Building and Grounds

Magnuson reported that renovation work on the west patio is progressing and that the architect estimates that it will be completed in about three weeks.

Finance

Keaton indicated that he will contact the members of the Finance Committee to schedule a meeting in October focused on the preparation of the 2023 budget.

Personnel

No report.

Public Relations

Magnuson reported that he had been in contact with WLDS radio to begin regular monthly participation in the "What's on Your Mind" program.

FRIENDS OF THE LIBRARY

Magnuson reported that the annual meeting of the Friends of the Library will be held on Tuesday, September 20 at 7:00 p.m. He indicated that the Friend of the Year Award will be presented and a welcoming reception for Magnuson will be included. He also reported that the Friends of the Library had a successful membership drive.

RAILS/RSA

Magnuson reported that, at the staff meeting on September 16th, he will be discussing the collection of fines and amounts owed by patrons that might be turned over to UNIQUE.

OLD BUSINESS

The Trustees discussed the issue of resuming hours of operation on Sundays. Magnuson reported that very few libraries in downstate Illinois are open on Sundays and he will keep track of usage to determine whether Sunday hours of operation would be warranted.

Magnuson reported that there have not been any recent incidents of unruly juveniles and that he will monitor the situation and coordinate with the Jacksonville Police Department for pass-through visits, if warranted.

NEW BUSINESS

Magnuson reviewed information related to the minimum fee required by Illinois law and administrative regulations to be paid for issuance of library cards to non-residents of the City of Jacksonville and the waiver of the non-resident fee for persons under 18 years of age.

On motion of Beard, seconded by Eckhoff, and carried, the Board of Trustees fixed the fee to be paid for library cards issued to non-residents at \$70.00 per year.

On motion by Eckhoff, seconded by Weeks, and carried, the Board of Trustees waived the payment of the non-resident fee for issuance of a library card for persons under 18 years of age.

Ferguson reported that the Trustee terms of Weeks, Beard, and Ferguson expire in October. She reported that each of these Trustees has expressed a willingness to continue to serve as a Trustee and that she will communicate that information to the Mayor for the City Council to consider in filling the Trustee positions.

Keaton recommended that the Board of Trustees conduct a review of existing policies, and Magnuson indicated that he has already begun a process of policy review.

There being no further business, on motion made by Beard, seconded by Weeks, and carried, the meeting was adjourned at 6:13 p.m.

Respectfully submitted by Forrest Keaton, Secretary pro tem