

11-12-2024 Library Board Meeting Minutes

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE JACKSONVILLE PUBLIC LIBRARY

NOVEMBER 12, 2024

The regular meeting of the Jacksonville Public Library Board of Trustees was held on November 12, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Fergurson, Noel Beard, Beth Capo, Kevin Eckhoff, Lisa Haley, Elizabeth Kennedy, and Katie Weeks. The following Trustees were absent: Laura Bandy and Forrest Keaton. Library Director Jake Magnuson was also present.

President Fergurson called the meeting to order at 5:03 p.m.

MINUTES OF OCTOBER 8, 2024, BOARD MEETING

On motion of Eckhoff, seconded by Kennedy, and carried, the minutes of the October 8, 2024, meeting of the Board of Trustees were approved as presented.

FINANCIAL REPORT

The financial reports and bills were reviewed. On motion of Beard, seconded by Haley, and carried, the financial reports for November 2024 were approved, and all properly approved bills and payroll for November 2024 in the amount of \$63,102.49 are to be paid out of general funds as funds are available.

ENDOWMENT REPORT

Magnuson reported that the Endowment Fund market value was \$2,298,901.66 as of October 31, 2024, and noted that, after taking into account \$136,569.27 of cash disbursements since December 31, 2023, the market value had increased by \$182,458.19 since December 31, 2023.

DIRECTOR’S REPORT

Magnuson reported that he’d had three more meetings with possible website providers. He is finishing up gathering proposals and will present them at the next board meeting.

Magnuson reported that Doyle Plumbing and Heating and Doug from Neff-Colvin were at the library to discuss what would need to happen to install a lift station to bypass the sewer line under the meeting room. Doyle also smoothed out the area near the staff entrance. They have refrained from pouring new concrete outside since they need to dig up the area again to tie in the new pipe eventually.

Magnuson reported that Paul from Tim Powell Painting stopped by the library to discuss the window and door painting project. Considering how late it is in the year, how many jobs they are currently finishing up, and his desire to have experienced painters working on the library job, it was decided that the project would start in the spring.

Magnuson reported that Johnson Controls performed the annual sprinkler system inspection, and everything was functioning properly. Several days after they had done their inspection, another leak in one of the dry sprinkler system pipes developed. A similar condition required a section of pipe to be replaced earlier in the summer. A technician will come out in early November to address the issue.

Magnuson reported that Green Works completed trimming branches, removing dead trees, and injecting some trees with insecticide. Options will be investigated for planting new trees next year.

Magnuson reported that the Friends of the Jacksonville Library Board met in mid-October and discussed the upcoming Friends of the Library Appreciation Week. This was the second year that the board has celebrated Friend members with gift bags featuring buttons, baked goods, and coupons for the Bookstore Under the Stairs. Magnuson also reported that the Friends board also discussed the upcoming annual book sale in December.

Magnuson reported that the library was able to send multiple staff members to the Illinois Library Association annual conference in Peoria. Everybody enjoyed their time at the conference and came back with ideas for new things to try at the library.

Magnuson reported that circulation personnel have been performing their normal scope of duties.

Magnuson reported that Adult Services had a busy month in October, and that all the programs were again well attended. He reported that John Lynn’s presentation on Illinois cemeteries was particularly well-attended, and Ali has already talked to Mr. Lynn about returning next year for another program. He reported that Ali and Heidi are still thinking about a way to put together drop-in tech appointments for the residents at Cedarhurst. He reported that volunteers from the former Jacksonville Area Genealogical and Historical Society are holding office hours on Wednesday afternoons and have been creating finding aids for the materials that they donated to the library.

Magnuson reported that Heidi made many deliveries in October. He reported that Lincoln Land Community College invited the library to participate in their Literature Festival. Andy represented the library with a table providing information about the library and selection of banned books. Magnuson reported that Heidi attended the Association of Bookmobile and Outreach Services annual conference in Indianapolis. She came back with many ideas for enhancing our Outreach services.

Magnuson reported that youth programming was a bit hit or miss in October, particularly the teen events. Courtney speculates that many students are busy with school events in October, so she may consider scaling back fall programming in the future and instituting more passive programming. Magnuson reported that storytimes are, for the most part, still well-attended. The only exception is the Sensory Sensitive Storytime, though it did attract one family in October, up from zero the month before. He reported that Heidi and Courtney’s monthly visits to the Illinois School for the Deaf continue to be a success. Over twenty students checked out books in October.

COMPARATIVE SERVICE REPORT

Magnuson reviewed the Comparative Service Report for October 2024.

COMMITTEE REPORTS

Automation/Technology.

No report.

Building and Grounds

No report.

Finance

Approval of 2025 Budget

Capo moved to approve the 2025 Appropriation/Levy Budget and the 2025 Appropriation/Levy Budget with Grants and Gifts as presented to the meeting. Kennedy seconded the motion, and the motion carried unanimously.

Personnel

No report.

Public Relations

No report.

FRIENDS OF THE LIBRARY

See director’s report.

RAILS/RSA

No report.

OLD BUSINESS

Sewer Line Replacement Proposals

Director Magnuson shared a proposal from Doyle Plumbing and Heating Co. with two options for replacing the sewer line running under the downstairs meeting room. The first option involved installing a lift station outside of the bathrooms in the corner of the meeting room and the second option involved installing a gravity sewer for the bathrooms.

On a motion of Beard, seconded by Eckhoff, and carried, the second option from Doyle for a gravity sewer in the amount of \$24,500 was approved.

FY25 Public Library Per Capita Grant Application

Magnuson reviewed Chapter 10: Programming, as well as Chapter 11: Youth/Young Adult Services.

NEW BUSINESS

Schedule of 2025 Board of Trustee Meetings

On a motion of Beard, seconded by Haley, and carried, the Board of Trustees set the monthly meetings on the following dates in 2025 at 5:00 p.m. in the Jacksonville Public Library conference room:

Monday, January 13, 2025

Monday, February 10, 2025

Monday, March 10, 2025

Monday, April 14, 2025

Monday, May 12, 2025

Monday, June 9, 2025

Monday, July 14, 2025

Monday, August 11, 2025

Monday, September 8, 2025

Tuesday, October 14, 2025

Monday, November 10, 2025

Monday, December 8, 2025

Days of Library Closure in 2025

Magnuson reports that the library would be closed on the following holidays in 2025:

- Wednesday, January 1, 2025 – New Year’s Day
- Monday, January 20, 2025 – Martin Luther King Jr. Day
- Monday, February 17, 2025 – Presidents’ Day
- Monday, May 26, 2025 – Memorial Day
- Thursday, June 19, 2025 – Juneteenth
- Friday, July 4, 2025 – Independence Day
- Monday, September 1, 2025 – Labor Day
- Monday, October 13, 2025 – Columbus Day (In-Service)
- Tuesday, November 11, 2025 – Veterans Day
- Thursday, November 27, 2025 – Thanksgiving
- Friday, November 28, 2025 – Day After Thanksgiving
- Wednesday, December 24, 2025 – Christmas Eve
- Thursday, December 25, 2025 – Christmas
- Wednesday, December 31, 2025 – New Year’s Eve

Library Director’s Performance Review (Closed Session)

On a motion of Beard, seconded by Eckhoff, and unanimously carried, the Board of Trustees went into closed session at 6:07 p.m. to discuss the performance review of the Director.

On motion of Beard, seconded by Capo, and unanimously carried, the Board of Trustees ended its closed session at 6:27 p.m.

ADJOURNMENT

There being no further business, on motion made by Haley, seconded by Eckhoff, and carried, the meeting was adjourned at 6:28 p.m.
Respectfully submitted by Jake Magnuson