

12-9-2024 Board Meeting Minutes

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

DECEMBER 9, 2024

The regular meeting of the Jacksonville Public Library Board of Trustees was held on December 9, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Laura Bandy, Noel Beard, Forrest Keaton, and Katie Weeks. The following Trustees were absent: Beth Capo, Kevin Eckhoff, Lisa Haley and Elizabeth Kennedy. Library Director Jake Magnuson was also present.

President Ferguson called the meeting to order at 5:01p.m.

MINUTES OF NOVEMBER 12, 2024 BOARD MEETING

On motion of Keaton seconded by Bandy, and carried, the minutes of the November 12, 2024, meeting of the Board of Trustees were approved as corrected.

FINANCIAL REPORT

The financial reports and bills were reviewed. On motion of Beard, seconded by Weeks, and carried, the financial reports for December 2024 were approved, and all properly approved bills and payroll for December 2024 in the amount of \$58,560.07 are to be paid out of general funds as funds are available.

ENDOWMENT REPORT

No report.

DIRECTOR’S REPORT

Magnuson reported that Mortenson Roofing had workers at the library on the 6<sup>th</sup> and 7<sup>th</sup> working on the repairs that were proposed in the spring. Magnuson also reported that there is a leak on the 2<sup>nd</sup> floor and that Doug from Neff-Colvin checked to see if he could determine the cause of said leak but found nothing obvious. Staff will continue to monitor the leak for any changes.

Magnuson reported that Graham Slam Custodial Service cleaned the carpets in the library after closing on the 9<sup>th</sup>, and that they look much better.

Magnuson reported that Doyle is tentatively scheduled to begin plumbing work in the meeting room on Monday, January 6<sup>th</sup>, and that the room will be unavailable for the remainder of the month.

Magnuson reported that Johnson Controls were at the library on the 4<sup>th</sup> to fix a leak in the dry sprinkler system.

Magnuson reported that the Friends of the Library Board held their monthly meeting, and that the annual book sale was held on December 7<sup>th</sup> and was another success.

Magnuson reported that circulation is continuing to provide excellent service to the patrons. He also reported that Brittany started the annual Food for Fines program, and that it will continue to run until the end of the year.

Magnuson reported that Adult Services had another productive month. He reported that the Adult Craft events were well attended, with completely full registrations. Magnuson also reported that the Katherine Vaz program was an absolute success, and that there were over 50 patrons in attendance. He reported that the Music Under the Dome event in November with Diane Dietz and Kevin Aldrich played host to an audience of 52 patrons. Magnuson reported that Ali will be holding another series of technology classes in 2025, and that she is still in the planning stages with Heidi Estabrook to begin implementing tech drop-in appointments at Cedarhurst. Magnuson reported that the genealogical society is still holding volunteer hours on Wednesdays, and that they are currently creating a user-friendly list of all materials they have donated to the library.

Magnuson reported that Courtney and Heidi delivered books to ISD, and that the students are really enjoying them. He reported that there is a large increase in check-outs since last year.

Magnuson reported that the Missing Man Table was displayed in honor of Veteran’s Day, and that many patrons provided positive feedback to the staff about it.

Magnuson reported that Youth Services had an average month regarding programming. He reported that the storytimes are regularly attended, but that the Sensory-Friendly Storytime had no attendees. Angela Bauer from the *Jacksonville Journal-Courier* reached out to Courtney, as she is interested in authoring an article about Sensory-Friendly Storytime, which should hopefully help increase attendance. Magnuson reported that the rescheduled teen murder mystery program was highly successful as well, and that Courtney is thinking of doing a prom-themed event in the spring. He also reported that Courtney will soon begin planning summer reading for 2025, and that she has already begun setting up entertainers.

COMPARATIVE SERVICE REPORT

Magnuson reviewed the Comparative Service Report for November 2024.

COMMITTEE REPORTS

Automation/Technology

- Website Proposals
  - Beard reported that while the committee did not hold an official meeting, he emailed everyone the website proposals, and the committee recommends the CyberOptik Migration option.
  - Magnuson reported that the current website will be discontinued on October 1, 2025.

- On motion of Beard seconded by Weeks, and carried, the CyberOptik Migration website proposal was approved.

**Building and Grounds**

No report.

**Finance**

No report.

**Personnel**

No report.

**Public Relations**

No report.

**FRIENDS OF THE LIBRARY**

See director’s report.

**RAILS/RSA**

No report.

**OLD BUSINESS**

FY25 Public Library Per Capita Grant Application

Magnuson reviewed Chapter 12: Technology, as well as Chapter 13: Marketing, Promotion and Collaboration with the Board of Trustees.

**NEW BUSINESS**

No new business.

**ADJOURNMENT**

There being no further business, on motion made by Keaton seconded by Beard, and carried, the meeting was adjourned at 5:51p.m.

Respectfully submitted by Ali Jones