

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

July 8, 2024

The regular meeting of the Jacksonville Public Library Board of Trustees was held on July 8, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Noel Beard, Kevin Eckhoff, Lisa Haley, Forrest Keaton, Elizabeth Kennedy, and Katie Weeks. The following Trustees were absent: Laura Bandy and Beth Capo. Library Director Jake Magnuson was also present.

President Ferguson called the meeting to order at 5:02 p.m.

On motion of Keaton, seconded by Weeks, and carried, the minutes of the June 10, 2024, meeting of the Board of Trustees were approved as corrected.

The financial reports and bills were reviewed. On motion of Beard, seconded by Kennedy, and carried, the financial reports for July 2024 were approved and all properly approved bills for July 2024 in the amount of \$68,159.15 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund report from U.S. Bank for the period ending June 30, 2024, had not yet been received.

## **Director's Report**

Magnuson reviewed the June 2024 Director's Report. He reported that a number of building-related matters had occurred during the month.

He reported that Doyle Plumbing and Heating had been called because of problems flushing the toilets in the north restrooms and that it was discovered that a root ball was in the 6-inch line under a section of sidewalk outside the east staff entrance. After removing the root ball, it was discovered that two 4-inch lines inside the building that lead to the 6-inch line which goes to the street are rusted out and need to be replaced. He reported that he is waiting for a proposal from Doyle Plumbing and Heating for the repairs of this problem.

He reported that Doyle Plumbing and Heating had been called to check on the air conditioning system which did not appear to be working properly. He reported that one of the systems was low on refrigerant and that there might be a small leak somewhere. Other adjustments were made to the other systems, and the cooling seems to be better.

He reported that an outdoor spigot underneath the front stairs had been left running. The handle from the spigot has now been removed and can be reinstalled when the spigot needs to be used.

He reported that a hissing noise was noticed coming from a pipe in the electrical room in the children's area. No steam or water was coming from the pipe, and Johnson Controls confirmed that the pipe is rusted out and needs to be replaced. Johnson Controls patched the pipe and will be scheduled to make repairs.

He reported that the Friends of the Library met on June 13, but because of a lack of a quorum due to illnesses and vacation schedules, no actions were taken. Garden Club, the membership drive, and book sales were discussed by the members in attendance, and the next meeting will be in August.

He reported that Greenworks Lawn and Landscape Maintenance is preparing a proposal for tree maintenance and trimming, particularly at the front of the building.

He reported that he had discussed upcoming events at the library on his monthly segment on WLDS radio. He reported that the *Jacksonville Journal Courier* had published several articles about the library, including summer activities, the summer bookmobile, and the move of the Jacksonville Area Genealogical Society collection to the library.

He reported that the library had received its FY2024 Public Library Per Capita and Equalization Grant in the amount of \$26,159.76.

He reported on activities in Circulation, including work on the library's social media and website.

He reported that, in Adult Services, Ali Jones had a busy month with 28 technology and job search appointments. He noted that Adult Programming was very well attended in June. He reported that the activities included two crafting topics, i.e. rock painting, and air dry clay sloth planters, both of which had enough interest that encore events were held. He reported that both the Adult Book Club and the Adult Summer Reading programs had good participation and that the month's movie night showed *The Boys in the Boat*.

He reported that the summer bookmobile is making its rounds every Friday afternoon through August 3, with stops at the Centenary United Methodist Church pavilion, Dunlap Court Apartments, and Greenbriar Apartments.

He reported that Heidi Estabrook had been busy in Outreach Service with visits to all the scheduled residences and individual homebound patrons.

He reported that, on June 12 Heidi Estabrook had participated in the Summerfest event organized by Memorial Health, and that, on June 19 Heidi Estabrook, Ali Jones, and Abby Roth had participated in the Juneteenth Celebration held in Community Park. Both events provided the opportunity to talk with many families about the library's variety of services and to answer questions.

He reported that, on June 13 Heidi Estabrook attended the Morgan/Scott/Greene County interagency meeting and shared information about the Summer Reading Program and the Summer Bookmobile.

He reported that, in Youth Services, June was very busy. More than 200 people attended the opening party for the Summer Reading Program, and between 60 and 90 participants were in attendance for each of the other Tuesday and Saturday entertainers.

He reported that Blaine Coultas has been doing a great job running the Friday Dungeons and Dragons Club, which has two groups that meet on alternate Fridays.

He reported that the Teen Advisory Board is still going strong and that Courtney Langdon has the group brainstorming ideas for the coming year.

He reported that the staff is still researching and considering how to approach sensory-friendly programming and that Courtney Langdon will be developing a Storytime program specifically directed toward neurodivergent children. She plans to reach out to the Naperville Public Library to learn more about its sensory-friendly storytime.

Magnuson reviewed the Comparative Service Report for June 2024.

## **COMMITTEE REPORTS**

### **Automation/Technology**

No report, but Magnuson noted that there may be a need to replace some staff computers.

### **Building and Grounds**

Magnuson reported that the south window project was completed on July 1 and 2.

He reported that he is waiting on input on the window painting project from Jamie Cosgriff at Graham Hyde Architects.

He reported that he is waiting for a roof repair proposal from Renaissance Historic Exteriors and that he has never received any response from the roof repair firm in Peoria.

### **Finance**

No report.

### **Personnel**

No report.

## **Public Relations**

No report.

## **FRIENDS OF THE LIBRARY**

See notes in Director's Report.

## **RAILS/RSA**

No report.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### Sewer Line Repair Permission to Go to Bid.

The Board of Trustees discussed the situation with the sewer line repairs. Upon receipt of an estimated cost of the sewer line repairs, the Board of Trustees will determine whether publication for bids is required and, if necessary, schedule and publish notice of a special meeting of the Board of Trustees.

### FY2025 Public Library Per Capita and Equalization Grant

In compliance with the FY 2025 Public Library Per Capital and Equalization Grant award letter, Magnuson reviewed the following chapters of the Standards for Illinois Public Libraries.

#### *Chapter 4: Access*

Magnuson reported that the Library is meeting most of the requirements. He noted that some signage needs to be updated. He also noted that the Board of Trustees should develop a long-term space needs plan every five years.

#### *Chapter 7: Collection Management*

Magnuson reported that the Library is currently meeting all collection management requirements.

## **ADJOURNMENT**

There being no further business, on motion made by Eckhoff, seconded by Beard, and carried, the meeting was adjourned at 5:45 p.m.

Respectfully submitted by Forrest Keaton