

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE  
JACKSONVILLE PUBLIC LIBRARY  
March 11, 2024**

**Call to Order**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on March 11, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Noel Beard, 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 Ferguson called the meeting to order at 5:00 p.m.

**Minutes of the February 12, 2024, Board Meeting**

On motion of Weeks, seconded by Eckhoff, and carried, the minutes of the February 12, 2024, meeting of the Board of Trustees were approved as presented.

**Financial Reports**

The financial reports and bills were reviewed. On motion of Beard, seconded by Kennedy, and carried, the financial reports for March 2024 were approved, and all properly approved bills for March in the amount of \$112,714.95 are to be paid out of general funds as funds are available.

**Endowment Report**

Magnuson reported that the Endowment Fund total was \$2,370,281.86 as of February 29, 2024, and noted that the total value has increased by \$45,405.08 since February 1, 2024.

**Director's Report**

Magnuson reviewed the Director's Report, February 2024.

Magnuson reported that Doug Megginson from Neff-Colvin visited the library to further discuss the apparent leak in the reading room. Once the ground is dry enough, Doug will use the City's lift to see if he can determine what the problem is.

Magnuson reported that Neff-Colvin also replaced the hinge on the west patio door. While working on the door, Doug noticed a broken roof tile on the patio. He went to the roof and found some other loose tiles. Magnuson will contact roofers who specialize in clay tile roofs to come assess the roof.

Magnuson reported that the freezer in the kitchen refrigerator stopped keeping things frozen. Steve's Appliance added more freon, but when that didn't solve the problem,

they recommended replacing the refrigerator. Magnuson will investigate new and used options.

Magnuson reported that the Friends of the Jacksonville Public Library Board met on the 15<sup>th</sup>. They discussed the ongoing Author of the Year contest. There was also discussion of the planning for the upcoming youth Garden Club and the Friend of the Year award. The ceremony will coincide with the Author of the Year reception in April.

Magnuson reported that Rohde Piano Tuning & Repair tuned the library piano in preparation for the February Music Under the Dome performance.

Magnuson reported that he completed and submitted the Illinois Public Library Annual Report.

Magnuson reported that the library was featured in several local news articles on WLDS.com and in *The Jacksonville Journal-Courier*, notably about the computer classes, iPhone help class, and the Music Under the Dome performance.

Magnuson reported that the Circulation department continues to function well, and the staff has been working hard to complete their daily tasks.

Magnuson reported that Adult Services had another busy month. Ali had 21 technology and job search appointments and was successful in helping one patron find employment in February.

Magnuson reported Ali held a series of basic computer skills classes at Lincoln Land Community College. The first session of two workshops was very successful with 12 patrons attending. Due to illness, the second session of two workshops needed to be rescheduled for April. All the patrons who have signed up will be able to attend in April. Magnuson reported that due to the positive response from the community, the library will plan on scheduling more workshops in the future.

Magnuson reported that adult programming was again well attended in February. The crafts continue to be very popular, while the movie attendance is a little less than it's been in the past. Ali is considering moving away from showing movies every month, while working on adding more author events and local speakers.

Magnuson reported that Ali is planning some sort of programming for the upcoming solar eclipse, as well as accompanying Heidi on some of her deliveries to assisted living facilities to conduct drop-in technology help sessions. She also has several local presenters and authors scheduled in the coming months.

Magnuson reported that Andy's nephew brought his Franklin middle school class to the library to conduct research for World War II projects they are working on. Andy and Ali were able to help each student find at least one resource.

Magnuson reported the Outreach Services delivered many books and DVDs in February. Heidi and Courtney had their largest number of students checking out books when they delivered to the Illinois School for the Deaf.

Magnuson reported that February was a busy month in Youth Services. Courtney offered her first Saturday storytime but ended up being sick. Ali happened to be working that day and offered to step in and conduct the storytime.

Magnuson reported that Courtney also conducted a teen murder mystery party, with the attendees each playing roles in the mystery. The attendees were mostly Teen Advisory Board kids, but they brought a few friends, and everybody had a great time. They were immediately asking when the next one would be. The library will investigate possibly having these events a couple of times per year.

Magnuson reported that Courtney also visited an afterschool National English Honor Society meeting at Jacksonville Hight School but was a little disappointed with the results. She's hoping that if she can attend a class during school hours in the future, then maybe the students will be a little more attentive. She continues to try hard to make sure that older teenagers are aware of the library's services.

## **COMMITTEE REPORTS**

### **Automation/Technology**

Magnuson reported that the e-mail service is working well. He will send out instructions to any board members who need them for setting up their accounts.

### **Building and Grounds**

See new business.

### **Finance**

No report

### **Personnel**

No report

### **Public Relations**

No report.

## **FRIENDS OF THE LIBRARY**

See notes in Director's Report.

## **RAILS/RSA**

RSA Independence Project

Magnuson shared information about Resource Sharing Alliance's conversion from a Not for Profit to an Illinois Intergovernmental Instrumentality. On a motion of Eckhoff, seconded by Beard, and carried, the board voted to sign the "Intergovernmental Agreement Establishing Resource Sharing Alliance and Authorizing Membership in Resource Sharing Alliance (RSA)".

## **OLD BUSINESS**

### Personnel Policy Revision

Magnuson shared the revised personnel policy from Amy Jackson incorporating the suggested revisions from the February board meeting. On a motion of Kennedy, seconded by Haley, and carried, the revised Personnel Policy Handbook was approved.

### New Board Member Candidates

The names of possible library board candidates were discussed. Magnuson will compile a list of several candidates to send to the Mayor.

## **NEW BUSINESS**

### Exterior Windows and Doors Painting proposal

The proposal from Neff-Colvin for painting the exterior windows and doors was discussed. Due to the estimate being over \$25,000, Magnuson will reach out to architect Jamie Cosgriff at Graham & Hyde Architects, Inc. to prepare a bid offering for the project.

### Glass Insulating Units Replacement proposal

The proposal from Neff-Colvin for the replacement of compromised exterior insulated glass windows was discussed. On a motion from Beard, seconded by Haley, and carried, the proposal was accepted. Magnuson will contact Doug Megginson at Neff-Colvin to schedule the work.

## **ADJOURNMENT**

There being no further business, on motion made by Eckhoff, seconded by Beard, and carried, the meeting was adjourned at 5:54 p.m.

Respectfully submitted by Jake Magnuson