

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

July 11, 2011

The regular meeting of the Jacksonville Public Library Board of Directors was held July 11, 2011 in the library's conference room. Present were Judy Fay, Anthony Williams, Robert Underbrink, Noel Beard, Mary Ferguson, President Forrest Keaton, Director Sharon Zuiderveld, Adult Services Librarian Chris Ashmore. Absent were Craig Albers, Kevin Eckhoff, and Betsy Kennedy.

President Keaton called the meeting to order at 4:30 PM.

It was moved by Williams and seconded by Fay that the minutes of the June meeting be accepted as submitted. Motion carried.

It was moved by Beard and seconded by Underbrink that the financial reports for July 2011 be accepted and placed on file. Motion Carried.

It was moved by Williams and seconded by Fay that all properly approved bills for July in the amount of \$55,633.78 be paid out of general funds as funds are available. Motion carried.

Director's Report

During the month of June, Summer Reading for all ages got underway. Adult readers have enjoyed receiving a prize after reaching a five book goal, with their name going into a drawing for a grand prize after more books are read. Travel books were on display in the rotunda and a lovely quilt was on display across from the circulation desk.

I participated in a conference call for the Illinois Library Association awards committee on June 6; awards, including Librarian of the Year, will be presented at the annual conference in October. It is impressive to see the innovative projects undertaken by librarians and libraries in other parts of the state.

With the FY11 Per Capita Grant spending due at the end of June, Chris and I completed orders for reference materials, new DVDs, and new music CDs. This has therefore been a busy time for Diane, our cataloger, Linda, her assistant, and Kim Pohlman and Heidi Estabrook, who process all new materials.

New Clerk Supervisor, Diane Hequet, is learning quickly and is of great help at the Adult Circulation Desk; after Summer Reading she will also train at the Youth Services desk. Starting in July, she will be responsible for closing on Monday evenings and will work one Saturday a month in addition to her weekly schedule. This will relieve other staff members who have been covering the Monday evening schedule for the past six months.

On June 21, the Friends of the Library board met and elected Marty Reid president for the coming year.

On June 23, the Book Club met at Jill Vorbeck's home in rural Chapin to discuss the

books we would like to read for the coming year. We think we have a wonderful selection for the coming year. We will publish the list in the newspaper and have already shared it with ***Our Town Books***, in order to encourage new members to join the group. Our first selection will be *Little Heathens* by Margaret Armstrong Kalish, about growing up in rural Iowa during the Great Depression.

Chris and I attended the annual American Library Association convention in New Orleans from June 24-27. Although it was hot and humid, the convention facilities were cool and comfortable, the hotel spacious and well-suited for business travelers, and we had a stimulating time meeting authors, gathering many advanced-reading copies, attending lectures, and learning about new products in the exhibit hall. We were impressed by how friendly everyone was and how glad that librarians had come to New Orleans after the devastation of Katrina.

Circulation Services

The library always kicks into high gear for the Summer Reading Program for the adults as well as the kids. The adult patrons loved their prizes when they read five books! Staff were kept busy signing up many patrons for library cards. Kim I trained the new library clerk supervisor, Diane Hequet. JPL took part in ISVI's summer camp giving students, such as Tabitha Rogers, some hands on work experience. Circulation increased by 3,420 since May!!!

Adult Services

The highlight of June for Adult Services was the American Library Association Annual Conference in New Orleans. Chris and Sharon attended this conference Friday June 24 through Monday June 27. At the conference, Chris attended several excellent programs, heard and met many Authors, spent hours at the exhibit booths talking with publishers and vendors, and explored new technology. Also in June, the beginning of summer saw the beginning of the library's heavy genealogy traffic. Chris received many requests via standard mail, e-mail, and telephone. Many visitors also came to the library from around the country, looking to work on their family histories. Chris ordered and received many new print reference materials, music CDs, and DVDs to be paid for with Per-Capita grant money. Other tasks keeping Adult services busy in June included reference questions, research requests, and web site maintenance.

Interlibrary Loan/Holds

During the month of June, 632 items were borrowed from other libraries, 653 were lent, and there were 489 reciprocal circulations, according to Amber Ashmore.

Extension Services

Homebound deliveries held a bit of added excitement in June as our patrons compiled lists of books read for the Adult Summer Reading program – and enjoyed the experience of selecting prizes from the “goodie bag” just as much as the children do! Everyone is anxiously awaiting the announcement of the totals for most books read. It's easy to keep up with reading requests as our large print distributors are offering more and more attractively-covered books with just plain good stories!

On June 9, Diane represented the library at the Morgan/Scott/Greene Planning Committee meeting at Passavant Hospital. Guest speaker Brad Ware from the Springfield FBI office talked about a variety of cyber-crimes, especially urging caution when dealing with social media (with the potential for cyber-bullying, predator crimes and the posting of photos/information that might be harmful). We also received information from Marge Griffeth, Morgan County DHS, who is working with local clients on the Criminal Expungement of Records project. The Book Club at the Jacksonville Area Senior Center enjoyed a discussion on "Clara Barton and the American Red Cross" on July 14.

Technical Services

Heidi, Kim and Diane Darnell cheerfully catalogued and processed new books/CDs/etc. repaired old ones and re-catalogued or withdrew old items upon request. Linda worked on her non-fiction repair and weeding projects. Diane continues to add books with future release dates into Work Flows so that our Patrons can place holds on them.

Youth Services

What a busy, busy month for the Youth Services Department! ***A Mid Summer Knight's Read Summer Reading*** program is going very, very well! We have had a good attendance at all of the programs and our Saturday Make-and-Take events have been very popular.

We have had two movies and one Princess Workshop on Mondays. A special thanks to Sharon and Anna for stepping in for the Princess Workshop for Cindy when she had to be away!

We have had several new entertainers this year and they have all been excellent! Cindy was nervous about new entertainers, but she has had several positive comments on the great shows.

The Story Times have been very well attended, especially in the mornings. Several Daycares have been coming in the morning; in fact, Cindy had 42 children at Story Time one day!

The crafts have all been going well too. We have offered crafts for Pre K and school-aged children at the same time, in the same room. It has worked out very well and many parents appreciate that they can be with both an older and younger child while working on a craft. In fact, the parents have caught on to the system and they look over the coming crafts to see if their child should do the "easier" or "harder" craft.

Early Years has continued their ***Lap Sit*** program through June and July; they have had very good attendance all summer as well. Parents are thankful that their children can participate indoors in an air conditioned building.

We have made a special attempt to reach working families with Make-and-Take events on Saturdays as well as a Father's Day Party. The Make-and-Takes have been available all day on Saturdays, which makes it easy for families to come and take part whenever it works for them. The Father's Day party featured Mike Anderson and he was excellent,

as always. Oddly, no fathers came to the Father's Day party, but many fathers and grandfathers received some lovely duct tape wallets and gift bags.

COMMITTEE REPORTS

Automation/Technology

None

Building and Grounds

Zuiderveld reported that she has communicated with Frank Yench of Canyon Prairie to coordinate the removal of the old Youth Services circulation desk and the installation of the new Youth Services circulation desk with everyone that might be involved (e.g. Cors Electric, Meek and Co., City Maintenance).

Finance

Zuiderveld reported that the library received approximately \$28,000 for its annual IRS-required distribution from the Endowment Fund. For the present time, the money will be left in the General Fund, with a decision made later in the year as to whether any of this money will be placed back into the Endowment Fund.

Personnel

Zuiderveld reported that the library has received ten applications for the Director's position and that the deadline for applying has ended. A Personnel Committee meeting was set for 7:00 PM on July 20th. The purpose of this meeting will be to narrow the applications down to those who the committee would like to interview.

Public Relations

None

FRIENDS OF THE LIBRARY

Zuiderveld reported that the Friends of the Library board elected Marty Reed as their new president.

RAILS/RSA

As of July 1st, the Alliance Library System ceased to exist. The library is now part of the new RAILS library system, whose executive director is Michael Piper. We will continue to get catalog and circulation support as well as delivery through the Resource Sharing Alliance.

OLD BUSINESS

None

NEW BUSINESS

The Library Board reviewed Chapter 2 of *Standards of Public Libraries* as part of the requirements for this year's Per-Capita Grant application.

Williams moved, seconded by Fay to release the minutes of all Executive Session minutes. Motion carried.

A short August board meeting to pass the financial reports and payroll and bills was set for August 12 at 11:00 AM. The public will be properly notified according to the Open Meetings Act.

Meeting adjourned at 5:15 PM on a motion by Underbrink, seconded by Fay.

Respectfully Submitted,

Chris Ashmore