

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

April 11, 2011

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

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

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

It was moved by Eckhoff and seconded by Kennedy that the financial reports for April 2011 be accepted and placed on file. Motion Carried.

It was moved by Albers and seconded by Kennedy that all properly approved bills for April in the amount of \$44,101.05 be paid out of general funds as funds are available. Motion carried.

Albers suggested that the library create a press release announcing the annual Lion's Club donation and how much they have given in the past.

Director's Report

During the month of March, we celebrated Women's History Month with a display of biographies of women. We also had an amazing appliquéd quilt on display across from the Circulation Desk. The Friends of the Library sponsored a Silent Auction that drew many bids.

On Sunday afternoon March 20, the three-member Sangamon Woodwind Consort performed for the Music under the Dome concert series. Classical and light-classical selections by a flautist, oboist, and bassoonist performed for an appreciative audience. On Thursday evening, March 24, the Book Club met for a thoughtful discussion of **The Immortal Life of Henrietta Lacks** by Rebecca Skloot, let by Marti Templin. Our next discussion will be held in April when we discuss **The Help** by Kathryn Stockett, a book we had hoped to discuss in February.

One of most beloved patrons, Jessica Boatner Sibert, passed away in March at the age of 92. Many memorial gifts have been given in her name and will be designated for the Youth Services department since children's literature was her passion and Bound to Stay Bound Books, a Sibert family business, binds only children's trade books.

On Saturday, March 26, Mary Fergurson and I attended the Illinois Library Association Trustee Day workshop in downtown Springfield. It was an extremely informative day, with presentations by attorneys from Ancel, Glink; highlights of legislation by Kip Kolpmeier, and library legal issues by Phil Lenzini of Peoria.

On one of the mild spring days, Turner Tree Service came to trim, prune, and mulch the plantings in the west parking lot flower beds. One evergreen tree will be replaced by IFP and yet another re-seeding of the back lawn will be done later this spring.

Recently we ordered window coverings for three west windows in the children's computer area since the sunlight is so bright in the afternoon. They will allow light to shine through but reduce the glare on the computer screens.

Circulation Services

Kim Irvin hired a new page, Erica Beard, who is junior at JHS. With the assistance of the RSA (Resource Sharing Alliance), Kim has restructured the system of overdue fines. Patrons will now receive a notice for their overdue items every month for a full year that the item is past due. Previously, the library only sent out a total of three notices. In honor of Women's History Month, our octagon table displayed a variety of women worldwide who have made a difference.

Adult Services

In March Chris, Sharon and Kim Pohlman completed the Illinois Public Library Annual Report (IPLAR) for 2010. This report will be signed at the April Board meeting and sent to the Illinois State Library and Alliance Library System. Chris spoke to Martha Hauck's class at ISVI about word histories/origins (etymology) and the history of sayings/idioms. The small class was very interested and engaged. Other tasks keeping Adult Services busy in March included reference assistance, research requests, genealogy/Special Collections help, and web site maintenance.

Interlibrary Loans/Holds

Amber reports that, during the month of March, 634 items were borrowed from other libraries, 466 were lent, and there were 546 reciprocal circulations.

Extension Services

March turned into a housekeeping month for Extension Services! More large print books were withdrawn to make room for new arrivals. We experienced an unusually large number of Talking Book machine returns from patrons who had passed away or who needed replacement machines. (Diane received a new digital Talking Book machine and is learning to operate it.) Long-time patron Cheryl Smith passed away and her family donated her extensive collection of mystery and science fiction books to the Friends of the Library. Diane and her son Ben, assisted by Martin Gallas, spent two mornings sorting, boxing, and transporting books to the Friends' booth and to storage at the library—look for many really fine books in the next auction!

The Book Club at the Jacksonville Area Senior Center discussed "The Iditarod Trail" on March 8.

Aaron Singleton, president of the Jacksonville Lions Club, arrived on March 28 to present a check for \$1500 designated for the purchase of large print books. Since 1976, the local Lions Club has contributed approximately \$22,850 to the Jacksonville Public Library—last year's donation enabled us to purchase 63 large print books to add to our collection. As the price of large print books continues to increase and our circulation numbers for large print books continues to grow, the support of the Lions Club makes a big difference in the quality and variety of books we are able to offer to our patrons.

Technical Services

Heidi, Kim P and Diane cheerfully catalogued and processed new books/CDs, repaired old ones and re-catalogued or withdrew old items upon request while Linda worked on non-fiction projects. All of us continue to benefit from the assistance of our newest volunteer, Bethany Pohlman, who applies label locks as well as stamps and applies targets and pockets.

Also, Diane continues to add books with future release dates into Work Flows so that our patrons can place holds on them.

Youth Services

It seems like March flew by in Youth Services! We had either a classroom visiting or an event nearly every day! We have had great attendance from Head Start classrooms and Cindy has found out that the students and teachers tell the others about what we did. Cindy has had groups come in saying "Are we going to make the Dr. Seuss hats?" because they heard about it from another class's visit! The morning Story Time continues to be well attended, but the afternoon story time has not fared as well, even after changing the time.

Being new to this position, Cindy has learned some valuable lessons about what crafts work best and what materials to use (markers are better than crayons) and what not to use (Styrofoam). It will be interesting to see what more there is to learn in the future!

We hosted a Potty Time Party for all those who are in the process or even thinking about potty training. It was a beautiful day, so we had a small group, but we swapped ideas and we showcased all of the potty training related items that the library has to offer.

Peter Boehlke's 2nd birthday happened to fall on Story Time day, so Peter came to story time and we read his favorite stories. He had a great time and it was so much more fun reading books with a crowd! He was amazed that the other kids knew the "If Your Happy and You Know It" book so well! All the kids wished him a happy birthday, making this a very special day for him!

COMMITTEE REPORTS

Automation/Technology

None

Building and Grounds

Albers reported on a Building and Grounds committee meeting that was held to discuss the Youth Services desk situation. The library will be asking for its money back from Canyon Prairie and will then check with Canyon Prairie to see if they could work with Brodart using the same plans that were in place for Buchstadt.

A motion was made by Albers and seconded by Underbrink to proceed with Canyon Prairie and see if they can work with Brodart for a similar price as was set for Buchstadt. Motion Carried.

Finance

Zuiderveld reported that the library received notice that it would receive a \$20,404.18 per-capita grant check this year.

Personnel

Kennedy reported that the Personnel Committee has a Library Director job description ready to approve for publication. Kennedy moved, seconded by Fay to approve this job description for publication and to post the job listing as soon as possible with an application deadline of May 31. Motion carried. The job listing will be posted in area newspapers and on library related web sites.

Public Relations

None

FRIENDS OF THE LIBRARY

Zuiderveld reported that the Author of the Year event will be held on Tuesday April 12.

ALLIANCE LIBRARY SYSTEM

Eckhoff reported that the merger of library systems is near completion. We will belong to a library system known as RAILS. The merger should be complete in July. Nominations are being taken for RAILS board members.

OLD BUSINESS

None

NEW BUSINESS

The Illinois Public Library Annual Report for FY 2010 was approved by the board upon a motion by Fay, seconded by Albers. This report was then signed by President Keaton.

Zuiderveld mentioned that the Friends of the Library would like to amend their by-laws. After some discussion, it was decided that they could do this without Library Board approval.

Meeting adjourned at 5:28 PM on a motion by Albers, seconded by Kennedy.

Respectfully Submitted,

Chris Ashmore