

## MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

January 10, 2011

The regular meeting of the Jacksonville Public Library Board of Directors was held January 10, 2011 in the library's conference room. Present were Bob Underbrink, Craig Albers, Kevin Eckhoff, Mary Ferguson, Grace Findley, Anthony Williams, President Forrest Keaton, Director Sharon Zuiderveld, and Adult Services Librarian Chris Ashmore. Absent were Elizabeth Kennedy and Judy Fay.

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

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

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

It was moved by Ferguson and seconded by Findley that all properly approved bills for January in the amount of \$42,078.86 be paid out of general funds as funds are available. Motion carried.

### Director's Report

During the month of December, Doug Logan loaned us his collection of Santas for the Rotunda display cases. We also had a wonderful Christmas quilt on display from the Senior Quilters. Of course, the building was decorated beautifully for Christmas with trees in the children's area and across from the main circulation desk. Patrons lavished us with treats, and staff members delighted each other with surprises in our mail boxes. An important meeting occurred at the ALS/RSA headquarters in E. Peoria on December 2, when members voted to make the RSA (Resource Sharing Alliance) a not-for-profit entity. As such, it will continue to exist to support the database and circulation software, support delivery service, and provide technical assistance as needed to all member libraries.

Mayor Andy Ezard hosted a Christmas luncheon on Thursday, December 16, at Hamilton's for all city employees. It was delightful to meet other city employees, retirees, and aldermen at the event.

On Saturday evening, December 18, the Staff Christmas Party was held at the Jacksonville Country Club with nearly all staff members in attendance. We always enjoy each other's company, play guessing games, and exchange gifts at this annual event. On Monday, December 20, I conducted a tour of the library to a group of Junior High students from Franklin, IL. Later that week I picked up the Big Read materials from the IL State Library. We are partnering with other libraries in the region to read **The Heart is a Lonely Hunter** by Carson McCullers during the month of February.

During the week between Christmas and New Years Day, I was on vacation in Palm Springs, California, to relax and visit other family members. One day I visited the Palm Springs Public Library where they had four self-checkout machines (no staff members present), an indoor fish pond in the center of the library, and at least 30 computer stations with guest privileges.

## **Circulation Services**

December went by quickly! It is the quietest month of the year with the patrons being very busy with their holiday activities. The staff was treated to a lovely dinner at the Country Club. Elizabeth Cockrell, a Knox College student, came back to work with us over her break. Many staff members used their remaining vacation days. The Food for Fines annual event was a big hit with the patrons as always! Many patrons bring extra food items for the food pantry.

## **Adult Services**

December was a slower month traffic-wise for the library, as patrons were busy with holiday preparations. This gave Adult Services a chance to catch up on some back burner projects. Chris caught up on many genealogy and other research requests. Other duties keeping Adult Services busy in December were reference assistance, web site maintenance, and organizing things in the Special Collections Room.

## **Interlibrary Loans/Holds**

Amber Ashmore reported that 595 items were borrowed from other libraries, 374 were lent, and there were 364 reciprocal circulations in December.

## **Youth Services**

December was a busy month even with all of the days we were closed! Story Time had strong attendance, especially on the 29<sup>th</sup>, with a grand total of 54. School was out on the 29<sup>th</sup>, therefore there were more kids at the daycares. The movie ***Polar Express*** was shown with 9 attending. The Teen Christmas Party had 7 participants who played games and exchanged gifts.

The Friends of the Library Annual Christmas Party was a success with 49 present. Entertainment included the JHS Madrigal Singers who also went around the library singing to everyone! Santa's visit and an edible craft were also big hits from the party! Thank you to the Friends for all of their support and hard work!

Visitors to the Youth Services Department included the Boys and Girls Club and Our Redeemer Day Care.

## **Technical Services**

Diane Darnell, Heidi, and Kim cheerfully catalogued and processed new books/CDs/etc., repaired old ones and re-catalogued or withdrew old items upon request; and Linda worked on her reclassifying and withdrawing projects.

Diane also began using TYPE=BOOK-NEW per the request of Adult Services. Further, she obtained a library card "ON-ORDER" which Kim Irvin set up in accordance with RSA instructions so that patrons may place holds on books we have not yet ordered.

However, due to the holidays and a unusually high number of items to process, the new system has not yet been implemented and tested. This, however, should take place in January.

## **Outreach Services**

December homebound deliveries remained steady, even as patrons prepared for the holidays and battled a nasty flu bug that was spreading around town.

Diane attended the Morgan/Scott/Greene County Planning Committee meeting at Passavant Hospital on December 9—the discussion centered on funding for the proposed homeless shelter, health initiatives, and jobs training.

The Book Club at the Jacksonville Area Senior Center took a break for the holidays and will resume in January.

Weeding the large print collection continues on an “as needed” basis. We removed a total of 391 large print books from the collection in 2010 and added 377 new titles (63 books from that total were purchased with the annual Lions Club donation).

Homebound deliveries in 2010 totaled 7574 items (including books, movies, and music).

The activity department in one area nursing home, Jacksonville Convalescent Center, continues to request resources for group discussions and individual programming.

Prairie Village discontinued services to the activity department due to staff turnover but several residents still enjoy receiving books on a regular schedule.

## **COMMITTEE REPORTS**

### **Automation/Technology**

None

### **Building and Grounds**

None

### **Finance**

Ferguson reported on the Endowment Fund. Keaton discussed a letter received from City Clerk Skip Bradshaw that gave the reasons for the library’s 2010 tax levy amount -- \$477,490. The library plans to write back to City Clerk Bradshaw to ask why the full \$480,000 levy amount requested was not levied.

### **Personnel**

Zuiderveld reported to the board that she had terminated the employment of Youth Services Librarian Christine Lemke. Reasons for dismissal included failure to follow directions of Library Director, poor management skills, and unprofessional conduct. Clerk Cindy Boehlke has been named Interim Youth Services Librarian. An open search will be made for the position of Youth Services Librarian.

### **Public Relations**

Zuiderveld stated that she would like some publicity on the Sitton donations to the library’s Endowment Fund.

## **FRIENDS OF THE LIBRARY**

Zuiderveld reported that the annual Friends of the Library Christmas party took place and was a success as usual. A Silent Auction of books is in progress. The Friends are also preparing for the annual Author of the Year contest held in the spring.

#### **ALLIANCE LIBRARY SYSTEM**

None

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Motion was made by Albers, seconded by Williams to move into Executive Session to discuss Zuiderveld's performance review.

The board emerged from Executive Session on a motion by Findley, seconded by Williams.

On a motion by Albers, seconded by Findley, the board voted unanimously to raise Zuiderveld's salary by 3%.

Zuiderveld announced her plans to retire at the end of the 2011 calendar year. Keaton observed that the personnel committee, which would be taking the lead in the search, should consider utilizing various resources and begin the process as soon as possible.

Meeting adjourned at 5:30 PM on a motion by Underbrink, seconded by Williams.

Respectfully Submitted,

Chris Ashmore