

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

June 13, 2011

The regular meeting of the Jacksonville Public Library Board of Directors was held June 13, 2011 in the library's conference room. Present were Judy Fay, Craig Albers, Kevin Eckhoff, Elizabeth Kennedy, Noel Beard, Mary Ferguson, President Forrest Keaton, Director Sharon Zuiderveld, Adult Services Librarian Chris Ashmore. Absent were Anthony Williams and Robert Underbrink.

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

It was moved by Ferguson and seconded by Eckhoff that the minutes of the May meeting be accepted as submitted. Motion carried.

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

It was moved by Albers and seconded by Beard that all properly approved bills for June in the amount of \$48,877.30 be paid out of general funds as funds are available. Motion carried.

Director's Report

During the month of May, we continued our display of gardening books in the rotunda, plus had a wonderful old quilt on display from one of our patrons. The Senior Quilters filled the four display cases with miniature quilts.

On May 2, Frank Yench, of Canyon Prairie, met with me to go over the Youth Services circulation desk plans. We decided to have the Brodart Company build the desk, rather than Buckstaff, and decided on the type of finish and, laminate for the surface of the desk. The desk will be delivered and installed the week of July 25, right after Summer Reading is over. Installation will take one-and-a-half days, during which time we will reroute all patron traffic upstairs to the Adult Services circulation desk. The west door will remain open during this time.

May 10, we had a graduation party for three of our pages: Hallie Ferguson, Sydney Colbert graduated from JHS, and Liz Engebrecht graduated from Illinois College. Of these three, only Sydney has left for another position; the others, fortunately for us, will remain on staff.

Also during that week, I gave two presentations; one was a display of summer activities held at the District 117 office along with other agencies providing opportunities for children throughout the summer, the other to a group from Balsam Terrace about large print materials and other resources for seniors and/or those with disabilities.

On May 12, the auditors from Zumbahlen and Eyth arrived to perform our annual audit. Kim Pohlman and I had all our paperwork in order so the process went very smoothly. We have yet to see the final report that is distributed to the city and to the library.

On May 18 the Building & Grounds committee, comprised of Craig Albers, Chair and Judy Fay, along with Board President Forrest Keaton, met with architect Larry Quenette and contractor Doug Megginson to discuss a proposal to rehabilitate the west patio and replace the west door, both sorely in need of improvement due to weather wear. The project will come in at \$18,500.00, a rather high figure, but which includes a prefinished

hollow metal door and repairs to the door jamb of \$4,372.00 and high labor costs to remove existing brick pavers to level the patio and improve drainage.

On Friday, May 20, two members of the Chatham Public Library came to visit, tour the building, and inquire of our processes and procedures. Other members of their staff visited libraries in our region and we were invited to visit them at some point in the future. They were impressed by our friendly staff and the beauty of our historic building. On Saturday, May 21, the Friends of the Library sponsored a Shred Day at the Elm City Center on West Walnut. At the same time, patrons visited the library in anticipation of the Jacksonville Turnaround Celebration and the parade along West College Ave. Due to a heavy rain forecast; we needed to postpone the Rock Climbing Wall from Bloomington to a later date.

On May 24, a group of Kim Sheaffer's students from Franklin, IL arrived for a tour of the library. Bright and inquisitive, they were all excited that the end of the school year was approaching. When questioned, most thought that libraries would disappear in the future with the advent and popularity of eBooks.

The monthly library Book Club was cancelled in May but will regroup in June when we meet to select books to read in the coming year.

On Monday, May 30, although the library was closed for Memorial Day, Cindy Boehlke and the pages met to decorate the Youth Services rooms with medieval castles, knights, and coats of arms in anticipation of "A Midsummer Night's Read," the theme for Summer Reading.

Circulation Services

There was a lot going on at the library in May! Sharon and Kim Irvin interviewed candidates for the Library Clerk/Supervisor position and hired Diane Hequet. Kim planned a small party for three of the pages who graduated: Sidney and Hallie who graduated from JHS and Liz who graduated from Illinois College. Lauren VanHyning, a college student at Eastern, has returned to work at the library for the summer. Sidney Colbert has resigned to work elsewhere for the summer and will be a student at Western in the fall. Kim enjoyed a week off for her vacation.

Adult Services

May was another busy month in Adult Services. With college, high school, and junior high school semesters coming to an end, Chris helped a number of students with end of the year projects and papers. Adult Services was also flooded with genealogy and other research requests via standard mail, e-mail, and phone calls. Other tasks keeping Adult Services busy in May were reference questions, collection development, and web site maintenance.

Interlibrary Loan/Holds: According to Amber Ashmore, 510 items were borrowed from other libraries, 425 were lent, and there were 425 reciprocal circulations during the month of May.

Technical Services

Heidi, Kim P and Diane Darnell cheerfully catalogued and processed new books and other materials, repaired old ones and re-catalogued or withdrew old items upon request. Linda worked on her non-fiction processing projects. We continue to benefit from the periodic assistance of our volunteer, Bethany Pohlman, who applies label locks as well as stamping and applying targets and pockets. On occasion, Mason Pohlman helps out as well.

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

Youth Services

It was a busy month for the Youth Services Department! We have been preparing for Summer Reading by making all sorts of decorations and getting all of our ducks in a row. But we also have fun with May events, like Mother's Day. We had two parties, the first was open to anyone, the second was held during Lap Sit.

We had an easy card for the little kids to decorate and they had lots of fun making a card for Mom and Grandma!

We held a Summer Reading Volunteer Meeting where we encouraged kids to come with a parent so they could talk through their summer schedule. This worked quite well and we have had several more people who have come in after that day to sign up to volunteer.

We had our Downtown Turnaround Celebration on May 21st. We had a rock climbing wall scheduled, but the forecast called for rain so we ended up cancelling it. Of course, the weather turned out to be beautiful that day, but people understood. We had a good number of people to come play games with us after the parade and the jousting was a big success! The Rock Wall will come back in July.

On May 31st, we opened up Summer Reading registration. We had the JHS Madrigal Singers come and perform at 11:00AM for our Registration Celebration. They came in costume and sounded wonderful! Their angelic voices carried upstairs, thereby advertising Summer Reading even more! It was a busy and fun day with lots and lots of people registering for Summer Reading!

Extension Services

May turned out to be a fairly routine month. Homebound deliveries went smoothly, with the usual number of patrons changing schedules or locations due to various illnesses or temporary moves to nursing homes. It's always encouraging to add a few new patrons, too!

We are still struggling to make enough space in the Large Print area, with an additional 80 books withdrawn and the shelf-shifting continuing. Of course, authors still write such wonderful books to add, so there was a flurry of ordering new books and moving books out to the "new" shelf to make them available.

The Book Club discussion at the Jacksonville Area Senior Center was postponed until June due to scheduling conflicts for the participants.

COMMITTEE REPORTS

Automation/Technology

Zuiderveld reported that the ten recently purchased new computers were up and running. They replaced the old public access computers.

Building and Grounds

Albers reported on a committee meeting of May 18. At this meeting, the committee met with Larry Quenette of Renaissance Architects, Inc. to take a look at the west side entrance. Quenette recommends not only replacing the door but changing the drainage outside the entrance so that the problems will not recur.

A motion was made by Albers and seconded by Fay to order the new door for \$4,372. Motion carried. Zuiderveld will contact Neff-Colvin about the new door. The drainage work will be bid out and approved at a later date. The plan is to try to coordinate the closing of this entrance with the installation of the new Youth Services Circulation Desk if possible.

Finance

Zuiderveld reported that the annual audit was conducted in May as part of the City of Jacksonville Audit. The library will get an audit report sent to them once it is finished.

Ferguson reported on the Endowment Fund.

Personnel

Zuiderveld reported that the library has received five applications for the Director's position so far. After the month of June, the personnel committee will have a meeting to narrow the applications down. The deadline for applications is June 30.

Public Relations

None

FRIENDS OF THE LIBRARY

Zuiderveld reported that the Friends of the Library will once again monetarily support the Summer Reading Program. Fay suggested that the Friends consider contributing to the door project. Zuiderveld reported that there has been some discussion of discontinuing the used book sale at Peddler's Antique Mall.

ALLIANCE LIBRARY SYSTEM

Eckhoff reported that the merger of library systems is near completion. At the end of June, the Alliance Library System will cease to exist and the library will be part of the RAILS Library System, one of two systems that will exist in Illinois. The final Alliance meeting will be Thursday June 23rd.

OLD BUSINESS

None

NEW BUSINESS

None

Meeting adjourned at 5:04 PM on a motion by Albers, seconded by Eckhoff.

Respectfully Submitted,

Chris Ashmore