

## MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

May 9, 2011

The regular meeting of the Jacksonville Public Library Board of Directors was held May 9, 2011 in the library's conference room. Present were Bob Underbrink, 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 Judy Fay.

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

Noel Beard was sworn in and installed as a library trustee by President Forrest Keaton.

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

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

It was moved by Kennedy and seconded by Ferguson that all properly approved bills for May in the amount of \$49,892.22 be paid out of general funds as funds are available. Motion carried.

### Director's Report

During the month of April, we had a bright "mystery" quilt on display to complement the gardening display of books in the rotunda. The Christmas cacti were all repotted, thanks to Ed McEvers and Ruth Verhoef, who recently returned to plant our outdoor pots on the west patio.

A rare but essential Staff Meeting took place on April 7 to discuss items of interest and concern in each department. Summer Reading "A Midnight's Summer Read" is coming up soon so Cindy reported on the crafts, activities, and performers coming in June and July.

Chris and I completed the IPLAR (Illinois Public Library Annual Report) and submitted it to the State Library after Board President Keaton and Board Secretary Ferguson signed it.

On Sunday, April 10, we had a performance based on the life of Houdini. This popular program attracted at least 30 people and was held in the library's Meeting Room. On the following day, the Friends of the Library held a Book Sale in the Meeting Room with capable assistance of young women from Illinois College.

On Tuesday evening, April 12, the Friends of the Library held their annual Author of the Year event and award one prize for prose to a young woman from MacMurray College. This was followed by a presentation by Kathryn Vaz, visiting Claridge Writer-in-Residence at Illinois College. She is working on a novel about early Portuguese settlers to this area from Madeira.

At the end of the month, the Book Club met to discuss Kathryn Stockett's novel **The Help**; Cathy Randall let the discussion of this popular title. Our next meeting will be on May 26.

I attended two volunteer breakfasts in April, one to honor United Way supporters, and one to honor those who volunteered in District 117. As an active Rotarian who assists with projects at our partner school, Franklin Elementary, I accepted the award on behalf of all the Rotarians supporting this program.

A group of young professionals from Peru had a tour of the library on April 14 as part of the Rotary Group Study Exchange that occurs throughout the world. The following day they attended the Noon Rotary Club and provided a brief overview of the region of Peru where they live and work.

### **Circulation Services**

Kim Irvin was busy with many different tasks in April! She worked with the new page Erica Beard and completed her training. Sidney and Heidi worked with Kim on cleaning up the database by deleting expired patron records. The books on display were gardening and "going green". Patrons were asked to give their tips for going green and prizes were awarded.

### **Adult Services**

April was another busy month for Adult Services. On Sunday April 10, William Pack gave a wonderful presentation on Harry Houdini. We had a good crowd and Mr. Pack performed several of Houdini's "tricks". A genealogy class taught by Kathleen Cook and sponsored by the library began in April and will proceed into May. This class received a great response after its first meeting. The IPLAR (Illinois Public Library Annual Report) was completed, signed, and mailed out to the appropriate agencies. Other tasks keeping Adult Services busy during April included research requests, reference questions, genealogy assistance, and web site maintenance.

### **Interlibrary Loans/Holds**

During the month of April, 511 items were borrowed from other libraries, 522 were lent, and there were 390 reciprocal circulations, according to Amber Ashmore, our ILL/Holds clerk.

### **Youth Services**

April was another busy month in Youth Services! Between story time and five class visits, we had something happening nearly every day! The highlight of the month was our first ever Easter Egg Hunt. It was a damp day, but still well attended. We moved it inside and had a real challenge hiding 1,600 eggs in with the books! It went over well and took an hour for all of the eggs to be found.

The craft activities have been going over well during story time and when classes come to visit. You know you have a good craft when the teachers want to make one too!

Cindy already made one school visit to promote summer reading and more are to come in May!

### **Extension Services**

Lots of new large print books arrived in April and will soon be circulating to our patrons. It's always a pleasure to provide exactly what our patrons are looking for – the latest Patterson mystery, a book club selection, and a popular Christian fiction series – in an accessible format. (And yes, we are still weeding and shelf shifting...)

On April 14, Diane represented the library at the Morgan/Scott/Greene Planning Committee meeting. The featured speaker was Janet Silas, Family Leadership Initiative, who discussed the needs of parents and caregivers with children who have mental health issues.

The Book Club at the Jacksonville Area Senior Center discussed “The Great San Francisco Earthquake” on April 19.

The Knollwood Senior Awareness Fair on April 27 showcased area agencies and businesses offering services for senior citizens. The library booth displayed a selection of large print books and the new digital Talking Book machine. Diane answered a lot of questions about downloading books from our website, and participated in an interview on WLDS.

### **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. In addition to her projects, Linda assisted with cataloging youth services books so that we could reduce the backlog. Linda also assisted Diane with processing magazines when requested. We continue to benefit from the assistance of our newest volunteer, Bethany Pohlman who applies label locks as well as stamping and applying targets and pockets.

Diane worked with Sharon and Linda to ensure that the new leased PlayAways were properly processed. Diane continues to add books with future release dates into Work Flows so that our patrons can place holds on them.

### **COMMITTEE REPORTS**

#### **Automation/Technology**

None

#### **Building and Grounds**

Zuiderveld reported that she spoke with Frank Yench of Canyon Prairie and that he is willing to work with Brodart on installing a new Youth Services circulation desk. Sharon read the new agreement with Canyon Prairie. Installation will begin on July 25.

A meeting was set with Renaissance Architects, Inc. and the Building and Grounds committee for May 18 at 4:30 to look at the public entrance on the west side of the building.

#### **Finance**

Ferguson reported on a rise in the Endowment Fund total and the fact that the library will be getting a small amount from the estate of Ida Harper Simmons. This money is unrestricted.

### **Personnel**

Kennedy reported that Eckhoff has put together an advertisement for the Library Director position and that it is ready for publication. Where to place the advertisement was discussed and it was decided to place the ad on-line via the various Illinois Library Systems and possibly ILA and some library school websites. Albers moved that the committee be allotted \$2,000 to spend on advertising the position with an application deadline of June 30. Beard seconded the motion. Motion carried.

### **Public Relations**

None

### **FRIENDS OF THE LIBRARY**

Zuiderveld reported that the Author of the Year award was given at the April meeting of the Friends of the Library. The Friends are currently in the process of electing new officers.

### **ALLIANCE LIBRARY SYSTEM**

Eckhoff reported that the merger of library systems is near completion. Tom Sloan was appointed Interim Director of RAILS. They are currently working on a budget and personnel for the new system.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Albers moved that the library continue its participation in the non-resident library card program for another year. The price will remain at \$52.00 per year. Kennedy seconded the motion. Motion carried.

Meeting adjourned at 5:07 PM on a motion by Underbrink, seconded by Eckhoff.

Respectfully Submitted,

Chris Ashmore