

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

November 14, 2011

The regular meeting of the Jacksonville Public Library Board of Directors was held November 14, 2011 in the library's conference room. Present were Judy Fay, Noel Beard, Mary Ferguson, Betsy Kennedy, Craig Albers, President Forrest Keaton, Director Sharon Zuiderveld, and Adult Services Librarian Chris Ashmore. Absent were Anthony Williams, Kevin Eckhoff, and Robert Underbrink.

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

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

Keaton swore in reappointed trustees Albers, Kennedy, and himself.

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

It was moved by Albers and seconded by Ferguson that all properly approved bills for November in the amount of \$51,940.82 be paid out of general funds as funds are available and that four bills paid from the Gifts and Grants account are also approved. Motion carried with one abstention (Keaton) due to conflict of interest.

Director's Report

During the month of October, the display cabinets were filled with rare and unusual medical instruments and books from the collection of beloved patrons, Dr. and Mrs. Richard Freiburg. A lovely quilt graced the hall near the circulation desk, thanks to Laverne Roy, one of the Senior Quilters in our community.

On Columbus Day, October 10, the staff took a field trip to the Chatham Area District Library, as part of their in-service day. The library is spacious, light, and friendly, but all services are similar to ours. A café, bookstore, and separate room for Internet users were highlights of our visit. Amy Ihnen, Director, and the staff of 34, welcomed us and proudly showed us their new genealogy room, industrial kitchen, meeting room spaces, and outdoor patio. In the afternoon, we made a trip to Barnes & Noble book store to pick up a few items for the library before returning to Jacksonville.

During the third week of October, Chris Ashmore, Cindy Boehlke, and I attended the Illinois Library Association annual conference, held this year in Rosemont, near O'Hare Airport. The theme "Bold Brilliant, Brave" encouraged us to embrace the future without fear, particularly in the face of drastic changes to the library systems in the state. The Awards Luncheon and the Exhibit Hall were highlights, not to mention seeing colleagues and attending fine programs.

Work was completed on the west patio and door, including getting a new lock for the door, and having some painting done on the door frame. Now we are impatiently awaiting the completion of the Downtown Turnaround project, causing some traffic problems and a great deal of dust on the corner of W. College and Sandy St.

Canyon Prairie returned with the Brodart replacement parts for the Youth Services Circulation desk, completing the changeover in a day. Adjustable desks for patron

checkout, an inlaid countertop for the book shelves, and units for power cords were the major items needing to be replaced.

On October 17 I attended the Children's Foundation annual meeting to present the results of our last grant: the purchase of several adjustable children's tables and accompanying cart. I also presented a new grant, called "How Does Your Garden Grow: Gardening for Children @ the Library." This grant will be in partnership with the Early Years Program and Day Care Centers to assist in planting a butterfly garden and a vegetable garden next spring and summer. Successful recipients will be announced in January.

The Book Club met in October to discuss an early work of popular author Pat Conroy, ***The Water is Wide***, about his teaching experiences on an island off the coast of South Carolina. Although his teaching methods were often unconventional, he had the children's best interests at heart, often to the dismay of traditional school officials. Next month the club will discuss ***The Hotel on the Corner of Bitter & Sweet*** by Jamie Ford.

Circulation Services

The library was closed for Columbus Day and several of the staff visited Chatham Public Library since they were open for the holiday. The Chatham librarians were very welcoming and it was interesting to learn about their library and their different policies and procedures. It is a very modern library with a large tax base; however the building did not have the character and the charm of JPL! Tabitha Rogers, an ISVI student, is assisting Kim Irvin with different tasks this semester as part of the STEP Program. The theme for the display table was British Literature.

Adult Services

October was a little slower month for Adult Services, as the Turner Junior High School students were finished with their local history projects and many "warm month genealogists" have stopped cross-country traveling. That being said, Chris was still kept busy with numerous tasks. Chris, Sharon, and Kim Pohlman completed the FY 2012 Per-Capita Grant Application and had it signed and turned in. On Columbus Day, which is the library's in-service day, the full-time staff visited the Chatham Area Public Library. Chris attended the annual Illinois Library Association conference in Rosemont, Illinois with Cindy and Sharon and sat in on some helpful presentations. Other tasks keeping Adult Services busy in October were reference questions, research requests, and web site maintenance.

Youth Services

October was another busy month in Youth Services! Cindy kicked off the month by giving a presentation to South Jacksonville Rotary about what is new at the library and a shortened presentation on archival practices. We have had a couple of schools come visit this month, including Washington 3rd graders, and Our Savior Kindergarten and 6th grade "Buddies". Cindy has gone to visit Head Start and Our Redeemer Day Cares. The teachers really appreciate that Cindy can come to them, allowing them to save their transportation money for other trips.

We also had a Photo Workshop for Teens to encourage them to take part in the YALSA photo contest. Unfortunately, there was little interest in that. However, there was a lot of interest in our Halloween ***Boo Bash!*** Rick Eugene came to perform magic tricks and

make balloon animals for everyone. We had crafts and games to keep the party going! We also gave away a Pinkalicious dress just in time for Halloween!

Cindy also attended ILA with Sharon and Chris. Many ideas were gathered and are percolating away. Some of the sessions that were quite useful including gaming at the library, special needs story times, getting boys to read, story time interns, book reviews by middle school kids and many more.

Extension Services

The completion of the west entrance renovation certainly made October homebound deliveries easier to accomplish, but the downtown road construction continues to challenge our patrons, our Senior Bus drivers, and everyone else as they attempt to come to the library!

On October 13, Diane represented the library at the Morgan/Scott/Greene Planning Committee at Passavant Hospital. Guest Speaker Roger Deem shared information about all the services offered by JACIL.

The Book Club at the Jacksonville Area Senior Center discussed "Salute to German-American Heritage" on October 18.

On October 20, Diane presented a program on Scotland for the annual Morgan County Home Extension International Day. The day's activities included Scottish music and traditional costumes, as well as a delicious potluck lunch featuring Scottish recipes. Diane's speech concluded with a little history about our favorite Scotsman, Andrew Carnegie, and how the Jacksonville Public Library benefited from his support.

Memorial funds (nearly \$1600) given by family and friends of June Knepler were designated for the purchase of large print books. As the cost of large print books continues to increase, this memorial will allow our collection to continue to meet the needs of our patrons who enjoy keeping up with the latest titles in a convenient format.

Interlibrary Loan/Holds

626 items were borrowed from other libraries and 508 were lent during the month of October. There were 497 reciprocal circulations, according to Amber Ashmore.

Technical Services

Diane Darnell continues to catalog the many new items in many formats that arrive each week. Heidi and Kim Pohlman diligently process these materials; toys, games, and audio CDs have many parts, each needing a label and/or a barcode. Linda Little continues to volunteer her services in repairing or reclassifying the non-fiction. Currently she is working on the books in the literature section.

COMMITTEE REPORTS

Automation/Technology

None

Building and Grounds

Albers reported on the Building and Grounds committee meeting held prior to the main board meeting at 4:00 PM. The Building and Grounds committee recommended to the full board to pay an additional amount of \$880 to Neff-Colvin so that they may change the slope on the south side of the west patio entrance (handicapped ramp area). Twelve inches will be cut out and redone for better drainage and less pooling of water. Albers moved to proceed with this work. Seconded by Beard. Motion carried. Other drainage issues on the west patio entrance will be corrected by Neff-Colvin at no additional charge.

Albers reported that Canyon Prairie finished the changes to the new Youth Services desk and made a motion to approve payment to them for their work. Kennedy seconded the motion. Motion carried.

Albers moved to pay Neff-Colvin the original amount for their work on the west patio entrance. Seconded by Fay. Motion carried.

Finance

Ferguson reported on the October 31 Finance Committee meeting at which the Finance Committee approved the library's 2012 operating budget. Ferguson made motion to accept this 2012 budget. Seconded by Albers. Motion carried. The budget will be given to City Clerk Skip Bradshaw and a levy request letter written by Keaton will be sent to the Mayor. (2011 levy, payable in 2012)

Personnel

None

Public Relations

The nice article in the *Jacksonville Journal-Courier* on the Sunday November 13 Concert Under the Dome was discussed, as well as the good attendance at this event.

FRIENDS OF THE LIBRARY

Zuiderveld reported that the Friends of the Library are providing refreshments and decorations for her retirement open house to be held on December 5 in the library's meeting room from 4-7 PM.

RAILS/RSA

Zuiderveld reported that RAILS elected members to its newly formed board.

OLD BUSINESS

None

NEW BUSINESS

Zuiderveld reported that the FY 2011 Per-Capita Grant check was received.

A planned giving brochure was discussed by the board and it was decided to run certain issues by City Attorney Dan Beard.

Albers made motion to adjourn the meeting at 5:30 PM, seconded by Kennedy. Motion carried.

Respectfully Submitted,

Chris Ashmore