

## MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

September 12, 2011

The regular meeting of the Jacksonville Public Library Board of Directors was held September 12, 2011 in the library's conference room. Present were Judy Fay, Anthony Williams, Noel Beard, Mary Fergurson, Betsy Kennedy, President Forrest Keaton, Director Sharon Zuiderveld, Adult Services Librarian Chris Ashmore. Absent were Craig Albers, Kevin Eckhoff, and Robert Underbrink.

President Keaton called the meeting to order at 4:35 PM.

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

It was moved by Beard and seconded by Kennedy that the minutes of the August meeting be accepted as submitted. Motion carried.

It was moved by Williams and seconded by Fergurson that the financial reports for September 2011 be accepted and placed on file. Motion Carried.

It was moved by Kennedy and seconded by Fay that all properly approved bills for September in the amount of \$49,155.64 be paid out of general funds as funds are available. Motion carried.

### Director's Report

During the month of July, Summer Reading activities continued at a rapid pace. Patrons of all ages submitted their entries for prizes and racked up a whopping 1,880 books read. The round display shelf offered travel books for vacationers or stay-cationers to pore over. A lovely quilt, hand sewn by Becky Pennell's grandmother, brightened the walkway across from the circulation desk.

Unfortunately, during the hottest of our summer days, the air conditioning needed attention: Doyle Plumbing replaced a part and cleaned the coils, seemingly forever dirty and clogged.

Sharon attended a Long Distance Librarian's meeting in Quincy, held at Blessing-Reiman Nursing Hospital Library on July 15. After a wonderful presentation of the new nursing labs for 300 students, each librarian discussed items of importance in her own library. A discussion of the new library system, RAILS, also came up.

The Book Club met on Thursday evening to discuss *Little Heathens* by Mildred Armstrong Kalish, a reminiscence of the author's early years growing up on a farm in rural Iowa during the Depression. In August we plan to discuss *So Big* by Edna Ferber. On July 20, the Personnel Committee, consisting of Chair Betsy Kennedy, Mary Fergurson, Judy Fay, and Board President Forrest Keaton met to select three library director candidates for interviews at the end of August. The three selected will be contacted by Ms. Kennedy to set up their appointments; she will also call their references.

On Sunday, July 17, our first Travelogue took place when Meredith Durall presented her experiences of life in Haiti. She assisted at a school in Port-au-Prince for a week, well after the devastating earthquake.

The Friends of the Library met on Tuesday evening, July 19 with new president Marti Reid. The Friends Board agreed to fund the Summer Reading activities and crafts as well as our new library cards.

In August, I spoke to the Business Education Partnership Luncheon of the Chamber of Commerce. Guests included the administrators of all the educational institutions in Jacksonville and their corporate sponsors.

During the third week of August, Canyon Prairie finally installed the Youth Services circulation desk, manufactured by the Brodart Co. The project took only one day to complete, but included assistance from Bill Cors, electrician and Bob Meek, our IT person. Patrons and staff are adjusting nicely to the desk, designed for ease of use and with plenty of space for circulation desk computers. A few minor changes need to be made to the desk and the adjoining book shelf.

I was on vacation for the last two weeks in August; my husband and I flew to Rome and took a 10-day cruise in the western Mediterranean Sea. It was sunny and relaxing as we saw such highlights as Pisa, Nice, Barcelona, Mallorca, Tunisia, Sicily, and Naples. Favorite spot: the vast library on the cruise ship!

### **Adult Services--July**

July was a fairly typical month for Adult Services. Between boil orders, heat waves, and vacations, patrons were not as abundant as in prior months. All of Adult Services was kept busy with in-town and out-of-town genealogists, helping them with microfilm and Special Collections materials. Chris caught up on research requests that he had received via e-mail, telephone, and standard mail. Other tasks keeping Adult Services busy in July were reference questions, collection development, and web site maintenance.

### **Adult Services—August**

August was a fairly typical month in Adult Services. With the end of the summer reading program, library traffic slowed down at the beginning of the month. By the end of the month, traffic picked up again with the beginning of a new school year. Chris was kept busy with reference questions, research requests, and web site maintenance. Chris also dealt with a high number of genealogy requests, received via standard mail, e-mail, telephone, and in-person. The entire staff was of assistance to the genealogists who visited the library to view microfilm and visit the Special Collections Room.

### **Interlibrary Loan/Holds—July & August**

In July, 582 items were borrowed from other libraries, 462 were lent, and there were 505 reciprocal circulations. In August, 599 items were borrowed, 574 were lent, and there were 483 reciprocal circulations, according to clerk Amber Ashmore.

### **Youth Services--July**

July was another busy, busy month in Youth Services! We finished up Summer Reading with a bang! We had several crafts, movies, Story Time, teen events, Lap Sit and

special events like our Ice Cream Social and the Closing Party featuring Ronald McDonald. We had really good attendance at all of our events, even with the heat!

Our closing party was held in the Theatre Guild building due to a lack of air conditioning and Ronald was a big hit! He helped distribute the prizes to the Pre-K and K-6th grade winners and our Grand Prize winner. We had to go through 5 names before we had a person present to accept the prize, but we eventually were able to give it away too.

We had 406 participants this year, which is fewer than last year, but we had more people turn in their reading time this year. Overall, we had a good attendance at most events. We averaged around 70 for entertainers, 12 for story time, 30 for craft sessions and 12 for Lap Sit events.

Overall, people were happy with the new entertainers and they appreciated having a craft that younger and older kids could do together. We have heard a lot of compliments, so we feel this year was a success!

### **Youth Services—August**

August was a quiet month for Youth Services. We had our regular Story Time sessions with one exciting program. Robin Shuda came to perform as Junie B. Jones. Robin made up her own story, but developed it from the books and she threw in a summer reading tie in. We had a good sized crowd, everyone enjoyed the show and Junie B. even autographed a book!

The big excitement was the new desk! It finally arrived on the 15th and was finished by the 16th. There are some pieces that were either damaged in shipment or made incorrectly that they will have to come back to finish up, but we are all moved in and just about settled. We have had a ton of positive comments on the desk and everyone feels the need to run their hand over it.

### **Extension Services—July & August**

The hot weather in July and August certainly encouraged everyone to stay inside and read! The homebound Adult Summer Reading Program was very popular, with 31 participants reading at least 5 books to achieve a prize (some read as many as 30 or 40 books) for a total of 645 books. Bertie Coumbes was the top reader in the homebound division.

New delivery patrons were added in both months, several Talking Book machines were returned, and 70 books were withdrawn from the large print collection to make room for all the new books that have arrived.

On August 11, Diane attended the Morgan/Scott/Greene planning committee meeting at Passavant Hospital. She was invited to the August 15 board meeting for the New Directions homeless shelter to talk about services offered by the library and how to encourage the shelter's clients to make good use of their time here.

On August 19, 221 donated paperback books were delivered to the Morgan County Jail to completely replenish the small library there. Residents and staff were very happy to have new reading material on the shelves!

The Book Club at the Jacksonville Area Senior Center met on August 23 to discuss the "Wild, Wild West" and shared stories about Annie Oakley, Buffalo Bill Cody, and Wild Bill Hickok.

### **Technical Services**

Heidi, Kim P and Diane D. cheerfully catalogued and processed new books/CDs/etc., repaired old ones, replaced cases and re-catalogued or withdrew old items upon request. Linda worked on her projects. 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**

Keaton reported that Neff-Colvin received a second bid for paving outside of the library's west entrance. This second bid was higher than the first. The low bid for the paving was \$13,363 by Hembrough. The new west entrance door has also been ordered. The total cost for the door and patio rehab project through Neff-Colvin as general contractor is \$18,500. Williams moved, seconded by Fay to accept this price and proceed with Neff-Colvin on the door and patio rehab project. Motion carried.

#### **Finance**

Ferguson updated the board on the Endowment Fund.

#### **Personnel**

None

#### **Public Relations**

None

### **FRIENDS OF THE LIBRARY**

Zuiderveld reported that the Friends of the Library board did not meet in July or August.

#### **RAILS/RSA**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Keaton reported that Albers, Kennedy and he will all be reappointed to a new three year term as a library trustee by the Mayor/City Council in October.

Zuiderveld reminded the board that election of board officers will take place at the October board meeting.

Kennedy made motion to go into closed/executive session to discuss personnel issues, specifically the hiring of a new Library Director. This motion was seconded by Fay. Motion carried.

Beard made motion to leave closed/executive session and return to the regular meeting. This motion was seconded by Kennedy. Motion carried.

Upon returning to open session at 5:30, the board voted unanimously to hire Chris Ashmore as director of the Jacksonville Public Library at an annual salary of \$56,000 on a motion by Beard, seconded by Kennedy.

Beard made motion to adjourn the meeting at 5:32 PM, seconded by Fay. Motion carried.

Respectfully Submitted,

Chris Ashmore