

September 9, 2024 Board Meeting Minutes

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE JACKSONVILLE PUBLIC LIBRARY

SEPTEMBER 9, 2024

The regular meeting of the Jacksonville Public Library Board of Trustees was held on September 9, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Laura Bandy, Beth Capo, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, and Katie Weeks. The following Trustees were absent: Kevin Eckhoff and Lisa Haley. Library Director Jake Magnuson was also present.

President Ferguson called the meeting to order at 5:02 p.m.

On motion of Weeks, seconded by Beard, and carried, the minutes of the August 12, 2024, meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. On motion of Beard, seconded by Kennedy, and carried, the financial reports for September 2024 were approved, and all properly approved bills and payroll for September 2024 in the amount of \$66,856.31 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund market value was \$2,415,428.77 as of August 31, 2024, and noted that, after taking into account \$126,896.93 of cash disbursements since December 31, 2023, the market value had increased by \$189,312.96 since December 31, 2023.

DIRECTOR’S REPORT

Magnuson reviewed the August 2024 Director’s Report. He reported that August was a quieter month as summer ready programs wrapped up and everyone got ready for the upcoming school year.

Magnuson reported that the sewer lines outside the library building will be replaced by Doyle Plumbing and Heating, and that they performed annual backflow testing on the 28th.

Magnuson reported that he reached out to Renaissance Historic Exteriors regarding their proposal, but never heard back from them, so he accepted the Mortenson Roofing proposal but are waiting to hear back from them regarding scheduling.

Magnuson reported that the annual elevator inspection was held on the 8th by Stuard & Associates as well as Kone, and that the library passed said inspection.

Magnuson reported that Johnson Controls came out on August 1 to replace the leaky pipe in the dry sprinkler system, and then again August 29 and 30 to perform the annual fire inspection. Magnuson reported that at this time there are no major issues to report, but that there are a few items that should be addressed at some point.

Magnuson reported that HR Source completed the Market Benchmarking & Compensation Pay Range Development Project and submitted its final report.

Magnuson reported that the Friends of the Jacksonville Library Board have had some successful programs and sales recently. He reported that numerous patrons joined or renewed their membership during the membership drive. He also reported that the Garden Club was extremely successful this year and thanked all the volunteers who participated. Magnuson reported that the Book Store Under the Stairs continues to attract shoppers, and that eBay sales and an upcoming Silent Auction will add to the funds. Magnuson also reported that the Friends of the Jacksonville Library Board are going to reward members with buttons and cookies during the October 20-26 National Friends of Libraries Week.

Magnuson reported that circulation had been performing its normal scope of duties.

Magnuson reported that Adult Services had a very productive month within the community, and that all programs were well attended. He reported that Ali attended two outreach events in August, both of which were very successful and helped to encourage families to sign their students up for library cards. He reported that a successful adult summer reading program had come to an end in August, as well as the bookmobile.

Magnuson reported that Heidi Estabrook attended numerous outreach events in August for schools, she attended the United Way Community Resources Fair, as well as the Morgan/Scott/Greene Interagency Meeting. He reported that the Book Club at the Volunteers of American Apartments is really beginning to take off and that they even added some new members in August.

Magnuson reported that Courtney was off for the majority of August, and that she took a break from most of the youth programming due to the numerous summer reading programs. Magnuson reported that Courtney will be implementing sensory friendly storytime in September along with regular storytimes and will cater to children with sensory processing challenges by providing accommodations such as sensory tools, a calm-down space, as well as a visual schedule. He reported that all storytimes are normally followed by a craft and/or an activity, and that the new storytime program will follow suit and be concluded with a sensory-friendly craft or activity. He reported that Courtney is looking at reassessing instituting private storytimes to daycare facilities in the future.

Magnuson reviewed the Comparative Service Report for August.

COMMITTEE REPORTS

Automation/Technology

Magnuson reported that the library’s current website provider is retiring as of October 1, 2025, and that the library will need to begin to look at another web service.

Building and Grounds

No report.

Finance

Investment of Public Funds Policy

President Fergurson reviewed policy with the board of trustees and discussed various suggested changes. Magnuson reported that he will take all suggested changes to John Benjamin at US Bank.

Personnel

No report.

Public Relations

No report.

FRIENDS OF THE LIBRARY

See director’s report.

RAILS/RSA

No report.

OLD BUSINESS

FY25 Public Library Per Capita Grant Application

Magnuson reviewed Chapter 5: Facility Management, as well as Chapter 6: Safety with the Board of Trustees.

ILA Annual Conference Trustee Day

The Board of Trustees discussed the conference and are to let Magnuson know if they wish to attend.

NEW BUSINESS

Non-Resident Card Program Renewal

The Board of Trustees reviewed the Non-Resident Card Renewal Program and discussed changing the amount charged for non-resident fines.

On motion of Keaton seconded by Kennedy, and carried, the non-resident fee increase to \$75/year was approved.

Board Member Terms Expiring: Bandy, Eckhoff, Haley

President Fergurson reported that Board of Trustee members Bandy, Eckhoff and Haley have agreed to serve another term, and thanked them for their service.

ADJOURNMENT

There being no further business, on motion made by Keaton, seconded by Beard, and carried, the meeting was adjourned at 6:17p.m.

Respectfully submitted by Ali Jones