

# MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

February 8, 2021

The regular meeting of the Jacksonville Public Library Board of Directors was held February 8, 2021 in the meeting room of the Jacksonville Public Library. The meeting was also made available virtually via Zoom. Present were President Mary Ferguson, Forrest Keaton, Noel Beard, Lisa Haley and library director Chris Ashmore. Katie Weeks, Ted Roth, and Elizabeth Kennedy were present via Zoom. Absent were Kevin Eckhoff and Craig Albers.

President Ferguson called the meeting to order at 4:32 PM.

Ferguson noted that the minutes of the January board meeting should be corrected to make all of the unanimous roll call votes 8-0 rather than 9-0. It was moved by Beard and seconded by Weeks that the minutes of both the regular January Board Meeting and the closed session portion of the January Board Meeting be accepted as amended. A roll call vote was taken. 6 Yea, 0 Nay. Motion carried.

It was moved by Keaton and seconded by Roth that all financial reports for February be approved and that all properly approved bills for February in the amount of \$50,881.68 be paid out of general funds as funds are available. A roll call vote was taken. 6 Yea, 0 Nay. Motion carried.

Ashmore reported on the Endowment Fund balance as of January 31.

## **Director's Report**

On the outside, January was a fairly typical month for the Jacksonville Public Library, but was a bit of a crazy month for some of the staff members. A total of three employees had to miss time for Covid-related reasons. Some were able to do quite a bit of work from home.

We were lucky in 2020, so I should not complain too much about the missed work time in January. It has affected almost all work places. The library was able to operate normally during their absences and we were never in danger of having to close.

With Diane Hollendonner's retirement at the end of 2020, Heidi adjusted nicely to her new role as Outreach Librarian in January. The only bright side I have found to this pandemic is that Heidi is able to adjust to her new job at a slower pace, due to so many Nursing Homes and Assisted Living Facilities being closed to deliveries.

Sarah and I met via conference call with a couple of database vendors. One was with a vendor we currently use and we were able to get some questions answered. The other was a sales pitch for a database that did not impress us.

The library book club met via Zoom on the evening of January 28. The group had a great discussion of the 2020 book *Caste: The Origins of Our Discontents* by Isabel Wilkerson. In February, we will discuss *Transatlantic* by Colum McCann.

Matt Martin, our IT consultant, ran into a snag with installing our new videoconferencing equipment. The north wall of the meeting room was not strong enough to support the large screen television. We decided to place the television on the west wall of the meeting room, but first had to have a fire alarm moved to the side so that we could center the screen. Bill Cors then had to come out and install an electrical outlet for the television and computer, as the west wall had no outlet. As of this writing, we should have everything up and running for the February board meeting.

Other tasks keeping me busy in January were a radio appearance on WLDS, beginning work on the Illinois Public Library Annual Report, collection development and web site and Facebook maintenance.

## **Adult Services**

The Adult Services department was steadily busy throughout the month of January. Sarah had four technology appointments and helped patrons with other daily technology questions. Cindy and Sarah worked together to get the Youth Services programs uploaded onto Facebook. Sarah spent time promoting events using social media, sending items to local media outlets and more. She also worked on research projects with patrons relating to local history and genealogy and helped with other daily reference questions. She updated the blog, social media and the website as time permitted. She also continued weeding books to create room on the shelves upstairs.

Sarah had two live virtual events on Zoom in January. One event featured an artist who showed patrons how to draw basic landscapes. This event was very well-attended and patrons keep commenting about how much fun they had. Sarah also prepared a program about hygge for patrons on Zoom; she made small kits to go along with the program. This program was more popular than anticipated and patrons had a good time learning about relaxation and living in the present moment. Sarah also facilitated a Zoom program with the Young Explorers Club, with two Illinois College professors who described their work in the tropics. This program was very informative; the kids were engaged and asked a lot of questions.

Sarah also researched items to purchase for the collection and placed book and AV orders as needed. She put up a new display of books. Sarah attended a handful of

webinars for the ALA grant that the library was awarded. She was also presented with a wonderful grant opportunity from United Way called "Healing Illinois." This grant seeks to advance racial equality. Sarah found a presenter that will do two virtual programs this winter that fit the parameters of the grant and wrote an RFP to receive funds.

### **Interlibrary Loan/Holds**

In January, there were 1,403 items borrowed from other libraries; 970 items lent to other libraries; and 378 reciprocal circulations.

### **Circulation Services**

The library provided amazing service to every patron that walked in the door during the month of January. The Circulation Staff was very busy with sanitizing everything and helping people on the computers and microfilm. Diane Hequet was very busy cleaning disks, fixing books, and helping patrons. Andy Mitchell was busy helping patrons and working on other projects.

Bridget pulled books from the 'new' shelf that were no longer new and changed their locations in the catalog. She also worked on the library's Pinterest account and kept the Pinterest pages up to date. She also kept track of the ISD and ISVI books to see if they had been turned in at the student's home libraries. Bridget mailed out overdue notices every day comparing the information with the patron's accounts to make sure the items had not been turned in yet. She also removed and updated patron emails based on reports sent by RSA.

### **Extension Services**

Outreach Services continued as normal in the month of January, but with a new Outreach Librarian. Heidi trained extensively with Diane during the last weeks of December, and they are still in contact in order to provide the patrons with a smooth transition.

Because most Care Facilities were still closed, Heidi was not yet able to meet patrons in person. She selected books according to their preferences, and delivered them with an introductory letter and her contact information. Facility Staff helped at the front door to exchange the new check-outs and the returns.

The Lions Club sent a generous donation of \$1,000 for the purchase of Large Print materials. That makes a total of approximately \$34,650 they have donated since 1976. The Library was very grateful for the contribution. We continued to build the Large Print collection with a wide variety of books to meet the needs of our many patrons.

Another project undertaken with the help of Bridget was new signage in the Large Print room, designating the “New Fiction” section of shelves, as well as the “Non-Fiction” shelves.

### **Youth Services**

Regular work continued in Youth Services with virtual Story Times and STEAM lessons. The Take and Make crafts were still very popular. In fact, one family sent us a picture of their grand-daughter working on one of the crafts, which was nice to see.

### **Technical Services**

Lauren continued to excel in her role as cataloger. With Linda’s cataloging assistance and Kim’s efficient processing of materials, things ran very smoothly in Technical Services.

## **COMMITTEE REPORTS**

### **Automation/Technology**

None

### **Building and Grounds**

None

### **Finance**

Ashmore reported that he contacted City Clerk Skip Bradshaw and was told that the balance of the library’s 2020 Replacement Tax income would be paid soon.

### **Personnel**

None

### **Public Relations**

None

## **FRIENDS OF THE LIBRARY**

None

### **RAILS/RSA**

None

## **Old Business**

The board discussed voluntarily continuing to follow the provisions of the FFCRA regarding paid leave for Covid-19 related issues even though the statute expired at the end of 2020.

Beard made a motion, seconded by Kennedy, to continue to follow the FFCRA provisions through the end of April. At that time, the issue will be revisited. A roll call vote was taken. 6 Yea, 0 Nay. Motion carried.

## **New Business**

Ashmore reviewed with the board several 2020 library statistics, including web site usage, database usage, social media usage and virtual programming. Considering the ongoing pandemic, Ashmore and the board were happy with these numbers.

There being no further business, the meeting was adjourned at 5:32 PM on a motion by Keaton, seconded by Haley.

Respectfully submitted by Chris Ashmore