

# **MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD EMERGENCY MEETING**

**April 9, 2024**

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

President Ferguson called the meeting to order at 5:00 p.m.

On motion of Kennedy, seconded by Beard, and carried, the minutes of the March 11, 2024 meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. On motion of Haley, seconded by Weeks, and carried, the financial reports for April, 2024 were approved and all properly approved bills for April 2024 in the amount of \$63,716.73 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund market value was \$2,421,729.17 as of March 31, 2024, and noted that, after taking into account \$18,044.07 of cash disbursements since December 31, 2023, the market value had increased by \$86,760.50 since December 31, 2023.

## **Director's Report**

Magnuson reviewed the Director's Report, March 2024. He reported that work had been done to adjust the west patio door so that it would not open too far and hit the brick wall and to have it open for a long enough period for patrons to enter and exit.

Magnuson reported that Doyle Plumbing and Heating had repaired the sinks in the north restrooms that had started to pull away from the wall.

Magnuson reported that MTC Services has gone out of business and had ceased building cleaning service as of March 31<sup>st</sup>. He reported that he had obtained proposals from four companies, all of whom visited the Library. He reported that he had selected Graham Slam Cleaning to perform the cleaning service at a cost of \$2,000 per month, and it began performing the cleaning services on April 1<sup>st</sup>.

Magnuson reported that the Friends of the Library had met on March 21<sup>st</sup> and had moved forward with the plans for Author of the Year Contest judging and for presentation on April 18<sup>th</sup>. He reported that the Friends of the Library will then be concentrating on its membership drive in late May or June.

Magnuson reported on his completion of a library survey from HR Source, which provides compensation and benefits data about libraries around the state. He reported that he had also looked at Payscale Peer, which provides this data for businesses around the country. He noted that he had hoped to use the information to update the Library's outdated compensation chart, but the library survey does not provide enough data for libraries of comparable size.

Magnuson reported that he had participated in the monthly radio segment on WLDS to discuss upcoming events at the Library. He reported that an article concerning the Music Under the Dome performance of Tyler Carpenter and Matt Jacklin had been published in the *Jacksonville Journal-Courier* and that the concert attracted 54 audience members.

Magnuson reported that Ali Jones had technology and job search appointments with a total of 24 patrons during the month of March and also assisted 12 additional patrons with other requests. He reported that she had also made preparations for the April 8<sup>th</sup> solar eclipse observation event in the Library's greenspace.

Magnuson reported that adult programming was well attended in March and included Adult Crafting Night, iPhone Basic Skills Class, Adult Book Club, movie night, and the Music Under the Dome series event.

Magnuson reported that Heidi Estabrook was busy with a full schedule of deliveries to senior residences and nursing homes, noting the increasing number of users at The Pointe and at Arcadia Care. He noted that there is a new display in the Large Print area of the Library celebrating the Lions Club of Jacksonville's 100-year anniversary and its \$40,000 in donations over the past 48 years toward the Library's purchase of large print books

Magnuson reported that, in Youth Services, all of the regular programs, i.e., storytime, baby storytime, Lego Club, and Teen Advisory Board, were well attended. He noted that the upcoming Bluey program is likely to generate large interest, after which Courtney Langdon will be focusing her attention on planning for summer reading.

Magnuson reported that an exterior window of the west side of the Library's south addition had been broken, apparently by a thrown object. He reported that he had reported the incident to the City Clerk's office for submission of an insurance claim.

Magnuson reported that, on April 8<sup>th</sup>, Beth Capo was appointed by the City Council to fill the vacancy on the Board of Trustees and that she will be sworn in at the next Board of Trustees meeting.

Magnuson reviewed the Comparative Service Report for March 2024.

## **COMMITTEE REPORTS**

### **Automation/Technology**

No report.

### **Building and Grounds**

No report.

### **Finance**

No report.

### **Personnel**

No report.

### **Public Relations**

No report.

## **FRIENDS OF THE LIBRARY**

See notes in Director's Report.

## **RAILS/RSA**

No report.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### Authorization of Bids for Exterior Windows and Door Painting.

On motion by Weeks, seconded by Haley, and carried, the Board of Trustees authorized Jamie Cosgriff with Graham Hyde Architects to prepare and publish a request for bids for exterior window and door painting.

There being no further business, on motion made by Beard, seconded by Bandy, and carried, the meeting was adjourned at 5:37 p.m.

Respectfully submitted by Forrest Keaton