

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
JACKSONVILLE PUBLIC LIBRARY
August 14, 2023**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on August 14, 2023, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Noel Beard, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, and Katie Weeks. The following Trustees were absent: Craig Albers, Lisa Haley, and Doris Robinson. Library Director Jake Magnuson was also present.

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

On motion of Eckhoff, seconded by Kennedy, and carried, the minutes of the July 10, 2023, meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. Magnuson indicated that he would check into the expenses that are included within the "Machine Rent & Service" category to determine whether the expenses charged to that category are properly categorized. On motion of Weeks, seconded by Beard, and carried, the financial reports for August 2023 were approved, and all properly approved bills for August in the amount of \$75,968.75 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund total market value was \$2,262,085.53 as of July 31, 2023, and he noted that, after taking into account cash disbursements of \$119,391.93 to date in 2023, the total market value had increased by \$204,879.10 from December 31, 2022. He also reported that he had communicated with the U.S. Bank Private Wealth Management representative about the four "wash sales" on the May 31, 2023, and he distributed copies of those communications to the Trustees.

Director's Report

Magnuson reviewed the Director's Report, July 2023.

Magnuson reported that Security Lock Co. has completed the rekeying and replacement of sixteen locks in the building.

Magnuson reported that Stuard & Associates performed the annual elevator inspection in the presence of the elevator maintenance company (Kone) and the fire alarm company (Johnson Controls). He stated that the elevator passed the regular inspection but failed the Fire Alarm Initiating Devices (FAID) test. He reported that the elevator needed some smoke detectors with elevator recall installed and needed to add recall to some existing smoke detectors. He also reported that Johnson Controls determined that the fire alarm panel needs to be upgraded to a newer model, which will have a life expectancy of 15+ years. He indicated that Johnson Controls had submitted a proposal for these modifications.

Magnuson reported that, during a recent scheduled power outage, it was discovered that there were problems with some of the dry system pipes for the building sprinkler system. He indicated that he had obtained a proposal and service agreement from Johnson Controls. Because the problem occurred in conjunction with a power outage, the Trustees suggested that the Building and Grounds Committee explore whether installation of a back-up generator or back-up power source might be warranted.

Magnuson reported that Joan Stevens Thome from the Sangamon County Health Department had come to the Library and provided staff training on opioid overdoses and administration of Narcan.

Magnuson reported that he had met with Anne Jackson and Wanda Dame from the Jacksonville Area Genealogical and Historical Society to discuss potential housing of the Society's collection within the Library. He stated that they seemed to think that the available space would be adequate for the Society's collection and that volunteers would be present to assist with usage of the collection materials. He indicated that he would discuss with the City Attorney whether there are any legal restrictions or implications, e.g., insurance, for permitting the Society, as an unaffiliated not-for-profit organization, to use Library space for housing this collection.

Magnuson reported that the Friends of the Library met on July 20th and discussed topics related to the Garden Club, the membership drive, book sales, and other fundraisers.

Magnuson reported on his monthly radio segment on WLDS and on articles published in WLDS.com and the *Jacksonville Journal-Courier* related to Summer Reading Program events and to the Illinois Attorney General's office program on scams.

Magnuson reported that he attended two Zoom meetings for the Directors University regarding library policies and strategic planning.

Magnuson reported that, in Adult Services, Ali Jones had 13 different technology appointments during July and assisted three patrons in finding jobs within Jacksonville. He reported that the Bookmobile had been successful, and Ali Jones is coming up with new and inventive ideas for 2024. He reported that adult programming had been popular during the month of July with Craft Nights, the Adult Book Club, and movie night. He noted that the consumer fraud presentation by the Attorney General's office was well-attended, and that Adult Services will be working with the AG's office again for future programming. He reported that Ali Jones began weekly posts on the Jacksonville Public Library's blog and that favorable feedback has been received from patrons.

Magnuson reported that Heidi Estabrook continued deliveries to residences, as well as individual homebound patrons, and that Arcadia Care has been added to the list of facilities to which she provides outreach services. He noted that she attended a Zoom presentation of the Association of Bookmobile and Outreach Services regarding talking books.

Magnuson reported that Youth Services had a very busy month. He noted that the last three Summer Reading Program events each had over 100 attendees. He also noted that a Saturday program had quite a few attendees, including some non-regular library patrons, which was viewed as a sign that more weekend programming should be scheduled in the future. He stated that the story times were well attended, and the Teen Advisory Board members were very helpful in planning the closing party.

Magnuson reviewed the Comparative Service Report for July 2023.

COMMITTEE REPORTS

Automation/Technology

Magnuson reported that he is still working on the switchover to the new website.

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

Magnuson reported that, last week, he attended the Director's University for three days and that the event was attended by approximately forty new library directors.

OLD BUSINESS

Pigeon Controls:

Magnuson reported that the front of the building had been power washed and that the pigeon control pucks and food trays on the roof are now in place.

Public Act 103-0100:

Magnuson reported the Illinois State Library will address the provisions of Public Act 103-0100 in the application for Per Capita Grants starting in 2024.

FY24 Public Library Per Capita Grant Application: As part of the Fiscal Year 2024 Public Library Per Capita Grant application process, Magnuson and the Board of Trustees reviewed the checklists for the following four areas contained in the Illinois Library Association Standards for Illinois Public Libraries: (1) Access, (2) Adequate Signage, (3) Collection Management, and (4) Programming.

Jacksonville Area Genealogical and Historical Society.

See discussion in Director's Report.

NEW BUSINESS

The Board of Trustees reviewed the Johnson Controls Fire Protection LP Quotation for installation of new smoke detectors and a new fire alarm panel for the elevator in the total amount of \$18,828.62. On motion by Kennedy, seconded by Beard, and unanimously carried, the Board of Trustees approved the Johnson Controls Fire Protection LP Quotation in the total amount of \$18,828.62, said amount to be paid out of the Special Reserve Fund.

The Board of Trustees reviewed the Johnson Controls Proposal and Service Agreement for repairs and replacements to the dry system pipes and dry heads in the building sprinkler system in the total amount of \$4,289.22. On motion by Kennedy, seconded by Beard, and unanimously carried, the Board of Trustees approved Johnson Controls Proposal and Service Agreement in the total amount of \$4,289.22, said amount to be paid out of the Special Reserve Fund.

President Ferguson reported that Doris Robinson had contacted her and, due to family health issues, indicated that she needed to resign from her position as a Trustee. Ferguson stated that Mayor Ezard should be advised of this vacancy so that it may be filled.

ADJOURNMENT

There being no further business, on motion made by Beard, seconded by Weeks, and carried, the meeting was adjourned at 6:04 p.m.

Respectfully submitted by Forrest Keaton