

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
JACKSONVILLE PUBLIC LIBRARY
December 11, 2023**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on December 11, 2023, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Laura Bandy, Noel Beard, Forrest Keaton, Elizabeth Kennedy, Craig Albers and Lisa Haley. The following Trustees were absent: Kevin Eckhoff and Katie Weeks. Library Director Jake Magnuson was also present.

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

On motion of Keaton, seconded by Beard, and carried, the minutes of the November 13, 2023, meeting of the Board of Trustees were approved as corrected.

The financial reports and bills were reviewed. On motion of Keaton, seconded by Kennedy, and carried, the financial reports for December 2023 were approved, and all properly approved bills and payroll for December in the amount of \$55,370.58 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund total market value was \$2,216,204.62 as of November 30, 2023, and he noted that, after taking into account cash disbursements of \$128,350.88 to date in 2023, the total market value had increased by \$167,957.34 from December 31, 2022.

DIRECTOR'S REPORT

Magnuson reviewed the Director's Report, November 2023.

Magnuson reported that Jamie Cosgriff from Graham & Hyde Architects walked the exterior of the building and said there are a number of items that need to be addressed, but there aren't any serious issues at this time. Cosgriff will complete the interior building inspection and will have a report after said completion.

Magnuson reported that Johnson Controls completed the sprinkler dry head installation.

Magnuson reported that the elevator certification has been completed and we have received our elevator license from the Office of the Illinois State Fire Marshal.

Magnuson reported that Young's Security Systems replaced the wiring running from the security camera system in the basement to the monitor behind the Circulation Desk.

Magnuson reported that the Friends of the Library's November 16th Board Meeting was held with 7 members present. The Friends of the Library Book sale was a big success, with more to be discussed in the December Friends Meeting.

Magnuson reported that there have been numerous library events advertised on both local radio and newspapers, including local author Les Stevens' event, Illinois Libraries Present, and Robert Seufert's "A Christmas Garland".

Magnuson reported he attended three Zoom meetings in November.

Magnuson reported that the Jacksonville Public Library was nominated by local employees at Ameren for the "Love Your Library" Grant. We should receive the \$2,000 grant funds sometime in December.

Magnuson reported that the Circulation department continues to be performing well, and that the annual Food for Fines program is well underway.

Magnuson reported that Ali Jones held 22 technology appointments and assisted in finding employment for four patrons. He reported that Ali met with Jenni Sprinkle from the Job Center to create a partnership with The Job Center to better educate our patrons about the resources they have to offer. There is a Job Center informational display on the 2nd floor. Magnuson reported that Ali has reserved the computer lab at Lincoln Land for instruction on basic computer skills. The classes will be held at Lincoln Land from 6-8pm every Tuesday evening in February.

Magnuson reported that Adult Programming events have all been well attended, and that Ali has been scheduling additional programs in 2024 beyond the art programs, book clubs and movie nights which are monthly staples.

Magnuson reported that, in Outreach Services, Heidi Estabrook performed her monthly deliveries, and that on November 30th she hosted the Senior Services Group in the Meeting Room.

Magnuson reported that the Youth Services department had a strange month due to Courtney's illness, as well as Courtney attending the Young Adult Library Services Association Symposium in St. Louis. Magnuson reported that Youth Services is still trying to figure out the best way to conduct storytimes because Wednesday morning storytime is well-attended, but the afternoon storytime is usually not. Magnuson reported that the Teen Advisory Board continues to be successful, and that Courtney wishes to connect with the local high schools in an effort to advertise the services that the library can provide.

Magnuson reported that Amber will be attending cataloging webinars once more, and that she will be scheduled 30 hours a week instead of 20 hours in order to perform cataloging back-up to better assist Linda.

COMPARATIVE SERVICE REPORT

Magnuson reviewed the Comparative Service Report for November 2023 and noted that he is still exploring the possibility that reporting items may have been counted differently in the past. Magnuson reported that circulation numbers continue to be lower than last year, but he feels this is largely due to the fact that RSA has switched over to new reports earlier this year rather than an actual drop in material circulation. Patron count numbers continue to be similar to last year's numbers, and computer usage has increased considerably.

COMMITTEE REPORTS

Automation/Technology

Matt Martin agreed with switching over to Microsoft 365. All board trustees will receive jaxpl.org email addresses. The changeover should be completed by the end of the year. Board packets will be sent to the new email addresses along with current email addresses until a future specified time.

Building and Grounds

Jamie Cosgriff has looked at the building's needs and determined that the most immediate items needing updated are the windows. He intends to check into the cost of painting and repairing the windows. President Ferguson requested that he attend next month's Board of Trustees meeting and present his findings, which the Building and Grounds Committee will assess and prioritize for future Board action.

Finance

No report.

Personnel

No report.

Public Relations

The Friends of the Library November book sale was a success.

FRIENDS OF THE LIBRARY

See notes in Director's Report.

RAILS/RSA

No report.

OLD BUSINESS

Transfer of Remaining Year 2022 Excess to Special Reserve Fund.

Keaton reported that, at the February 13, 2023 meeting, the Board of Trustees had authorized the transfer of \$100,000.00 of the \$147,553.98 excess from Year 2022 to the Special Reserve Fund and had held in abeyance the transfer of the remaining \$47,553.98 until impact of higher utility costs could be determined. On motion of Keaton, seconded by Beard, and carried, the Board of Trustees approved transfer of the remaining \$47,553.98 to the Special Reserve Fund.

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 two areas contained in the Illinois Library Association Standards for Illinois Public Libraries: (1) Facility Management and (2) Safety.

NEW BUSINESS

Revisions of Meeting Room Policy.

The Board of Trustees reviewed proposed revisions of the Meeting Room Policy. On motion of Beard, seconded by Kennedy, and carried, the Board of Trustees approved the revised Meeting Room Policy, as presented at the meeting.

Revisions of Personnel Policies.

The Board of Trustees reviewed proposed revisions of the Personnel Policy. Magnuson and the Board agreed to have an HR professional outside of the Jacksonville Public Library conduct a thorough review of the Personnel Policy prior to taking action.

ADJOURNMENT

There being no further business, on motion made by Keaton, seconded by Beard, and carried, the meeting was adjourned at 6:05 p.m.

Respectfully submitted by Ali Jones