

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

February 13, 2023

The regular meeting of the Jacksonville Public Library Board of Trustees was held on February 13, 2023, in the conference room of the Jacksonville Public Library. The following Trustees were present: Kevin Eckhoff, Mary Ferguson, Lisa Haley, Forrest Keaton, Elizabeth Kennedy, and Doris Robinson. The following Trustees were absent: Craig Albers, Noel Beard, and Katie Weeks. Also present were: Library Director Jake Magnuson and the following representatives of US Bank Private Wealth Management: Christopher M. Simcox (Private Wealth Advisor,) John Benjamin (Senior Vice President and Portfolio Manager), and Heather Gutman (Trust Officer).

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

PRESENTATION BY US BANK PRIVATE WEALTH MANAGEMENT

Keaton reported that, after the meeting of the Finance Committee on December 19, 2022, he had arranged with Simcox for Simcox, Benjamin, and Gutman to attend the February 13, 2023 meeting of the Board of Trustees to provide information concerning the various functions involved in US Bank Private Wealth Management services and the fee structure for each of those services related to the Jacksonville Public Library Endowment Trust.

Simcox reviewed the roles of him, Benjamin, Gutman, and others with the Private Wealth Management Team. Benjamin provided a review of the investment portfolio, including the investment objective, asset allocation and performance.

Upon conclusion of their presentation, Simcox, Benjamin, and Gutman departed from the meeting at 5:45 p.m.

MINUTES OF PREVIOUS MEETING

On motion of Kennedy, seconded by Eckhoff, and carried, the minutes of the January 9, 2023 meeting of the Board of Trustees were approved as presented.

FINANCIAL REPORTS

The financial reports and bills were reviewed. On motion of Haley, seconded by Robinson, and carried, the financial reports for February 2023 were approved and all properly approved bills for February 2023 in the amount of \$57,178.61 are to be paid out of general funds as funds are available.

ENDOWMENT REPORT

Keaton reported the Endowment Fund total value was \$2,278,175.04 as of January 31, 2023, and he noted that, after taking into account cash disbursements of \$15,109.39 to date in 2023, the total value had increased by \$116,686.27 from December 31, 2022.

DIRECTOR'S REPORT

Magnuson reviewed the Director's Report, January 2023. He reported that January had been a busier month than December with higher circulation numbers and a higher patron count.

Magnuson reported that he had terminated the employment of one of the pages. He reported that Allison Jones had accepted an offer of employment for the Adult Services Librarian position and was scheduled to begin work on February 13th.

Magnuson reported that the Library had signed up for online fax service and had requested that the fax number through Frontier Communications be terminated. He reported that a contract had been signed with Frontier for the three remaining landlines, i.e., elevator, security alarm, and fire alarm, at a saving of approximately \$100 per month.

Magnuson reported that the new copy machine has been delivered, and that, after Matt Martin Consulting installed a new network drop, print jobs can now be sent to the copy machine and scanned documents can be sent straight to e-mail.

Magnuson reported that KONE Elevators had a work order to install an ADA-compliant phone in the elevator but that it had been put on hold pending a decision as to whether to switch the phone line from an analog phone line to a wireless phone line. He stated that KONE had prepared a proposal to switch the analog phone line to a wireless cellular line at a cost of \$1600 and for which KONE would provide monitoring at a cost of \$35 per month.

Magnuson reported that Capital City Fire Extinguisher Service Co. had inspected all fire extinguishers in the building and that all are in proper working order.

Magnuson reported that Doyle Plumbing and Heating is continuing to try to determine why the rollout switch on the furnace, which controls heating in the Director's office, the Accountant's office, and the conference room, continues to trip.

Magnuson reported that the Friends of the Library Board had met on January 19th and had decided to order a tote bag with the Library's logo to sell and to use as premiums for the next membership drive. He reported that the Author of the Year contest is being rolled out with judges confirmed and with advertising through the schools, colleges, and social media.

Magnuson reported that the new community intern program had begun and had been advertised through WLDS.com and the *Jacksonville Journal-Courier*.

Magnuson reported that the January Music Under the Dome program, i.e., Wild Columbine, had attracted 53 attendees and that the February program, i.e., Devon Carpenter, harpist, had attracted 82 attendees.

Magnuson reviewed the activities of Youth Services, including the take-and-make activities, the Lego Club, and the Teen Advisory Board. He reported that work has begun on the Summer Reading Program (including booking entertainers, planning crafts, and making logs. He also reported that programming ideas are being sought for working families to attend, e.g., evening/weekend story times.

Magnuson reviewed the Comparative Service Report for January 2023.

COMMITTEE REPORTS

Automation/Technology

No additional report.

Building and Grounds

No additional report.

Haley observed that there were a number of discarded cigarette butts on the patio, and Magnuson indicated that he will look into having cleaners address the issue.

Magnuson reported that one of the sections of fence in the back greenspace area had fallen over and that Doug Megginson is looking into how it can be resecured.

Finance

No additional report.

Personnel

No additional report.

Public Relations

No additional report.

FRIENDS OF THE LIBRARY

No additional report.

RAILS/RSA

No additional report.

OLD BUSINESS

None.

NEW BUSINESS

Magnuson reported that for the Year 2022, total receipts were \$765,433.02, and total expenses were \$617,879.04, leaving an excess of \$147,553.98. The Trustees discussed the potential for higher utility costs in the Year 2023. On motion of Eckhoff,

seconded by Kennedy, and carried, the Board of Trustees directed that \$100,000.00 of the \$147,553.98 excess be transferred to the Special Reserve Fund at this time and that transfer of the remaining \$47,553.98 be held in abeyance at this time, until the impact of higher utility costs is determined.

Magnuson reviewed a proposed Disposal of Surplus Property Policy. After discussion, on motion of Eckhoff, seconded by Haley, and carried, the Board of Trustees approved the Disposal of Surplus Property Policy as presented.

ADJOURNMENT

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

Respectfully submitted by Forrest Keaton