

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE  
JACKSONVILLE PUBLIC LIBRARY  
February 12, 2024**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on February 12, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Laura Bandy, Noel Beard, Kevin Eckhoff, Forrest Keaton, Katie Weeks, and Elizabeth Kennedy. The following Trustee was absent: Lisa Haley. 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 January 8, 2024, meeting of the Board of Trustees were approved as corrected.

The financial reports and bills were reviewed. On motion of Keaton, seconded by Beard, and carried, the financial reports for February 2024 were approved, and all properly approved bills and payroll for March 2024 in the amount of \$159,889.03 are to be paid out of general funds as funds are available.

#### **ENDOWMENT REPORT**

Keaton reported the Endowment Fund total value was \$2,324,876.78 as of January 31, 2024, and noted that the total value had decreased by \$28,135.96 since December 31, 2023. He noted that this decrease in total value includes \$18,044.07 of cash disbursements since December 31, 2023, leaving a decrease in the value of investments of \$10,091.89.

#### **DIRECTOR'S REPORT**

Magnuson reviewed the Director's Report of January 2024.

Magnuson reported that Jamie Cosgriff from Graham & Hyde Architects submitted his facility assessment and presented his findings at the Buildings and Ground Committee meeting on the 17<sup>th</sup>. As previously reported, there are several items that need to be addressed, but there is nothing terribly pressing at this time. The exterior windows, masonry joints and parking lot are the areas that need the most immediate attention. Mr. Cosgriff also reported that the lampposts around the building and parking lot were not coming on early enough, so Brad Cors from Cors Electric adjusted the timer so they will be coming on at 5 pm.

Magnuson reported that Matt Martin Consulting completed the e-mail conversion and assisted staff with setting up their new Microsoft 365 accounts, as well as assisted setting up a two-factor authentication for each staff member to provide an extra layer of security.

Magnuson reported that the heating unit in the Director's Office, the Accountant's Office and the Conference room was not functioning properly, which has been an ongoing issue. Ed Doyle from Doyle Plumbing and Heating has performed several repairs in the past, but heating issues have continued to occur. He came out and looked at the system on the 9<sup>th</sup> and discovered a sensor that was not working correctly. Magnuson reported that Doyle replaced the sensor on the 29<sup>th</sup> as well as a fan.

Magnuson reported that there had been a leak near the windows in the northeast reading room which led to a few books on the windowsill to be completely saturated with water. Magnuson contacted Doug Megginson at Neff-Colvin, and he reported there had been a similar issue in the past, and that his best guess was that it was not another leak, but instead there was an ice dam that caused water to seep into the building. Megginson will look through his records to ensure the original issue has been addressed.

Magnuson reported that due to increased bird activity on the front porch, he asked the Reliable Pest Solutions technician to come in and address it. The technician put the bird seed trays closer to the front of the building on the roof, which combined with improved weather has helped curb the issue.

Magnuson reported that the Capital City Fire Extinguisher inspector came and inspected the library fire extinguishers on the 17<sup>th</sup> and that everything was in order.

Magnuson reported that he met with Amy Jackson from Rammelkamp Bradney to discuss the revision of the library's personnel policy handbook, and that she submitted a final draft of her revisions to be approved by the board.

Magnuson reported that he and Ali met with Wanda Dame and Anne Jackson from the Jacksonville Area Genealogical and Historical Society on the 18<sup>th</sup> to revisit the society relocating the collection to the library. After discussing future plans, the ladies feel confident that the Genealogical and Historical Society will be able to place the remaining collection in the empty space in the Reference area on the top floor once they have concluded the weeding process. Magnuson reported that they would be discussing the possible move at their next board meeting.

Magnuson reported that the Friends of the Library Board met on the 18<sup>th</sup>. They discussed the success of the Annual Book Sale in December and compiled a list of ideas and suggestions for next year's sale event. Magnuson reported that the Author of the Year contest is currently under way. The Friend of the Year award will be presented during the April meeting, and candidates for the award were nominated. Magnuson reported that the Garden Club committee discussed ideas for the upcoming spring season and entertained the possibility of painting a mural on the wall of the garden shed.

Magnuson reported that he continues to have his monthly segment on WLDS and that there were numerous articles about the library published in the local news outlets in January. Events covered included Tom Emery and Philip Bradshaw's author events, The Illinois Libraries Present events, the Morgan County Audubon Society's Young Explorers Club program, and State Senator Jill Tracy collecting Valentine's Day cards for long-term care facility residents. Our very own librarian Andy Mitchell was featured on the front page of the January 31<sup>st</sup> issue of the *Journal-Courier* taking advantage of the nice weather to empty the book drop.

Magnuson reported that the Circulation department continues to perform well, and that the circulation staff has been working hard completing their daily tasks.

Magnuson reported that Adult Services had another successful month, and that Ali Jones had 34 appointments in January, which included over 20 walk-ins. She assisted two patrons with finding employment in Jacksonville in January, and assisted a local patron with correspondence with his publisher so he could get his children's book published.

Magnuson reported that Adult Programming events have all been well attended with the exception of January's movie night, which was due to bad weather. Jones hosted two author events in January, both of which were well-attended. Both authors have been in discussions to return in the late fall.

Magnuson reported that registration has been filled for both computer workshops Jones will be instructing at Lincoln Land College in February. If these classes go well, she will pursue the possibility of hosting technology/computer classes at Lincoln Land on a quarterly basis due to the high demand.

Magnuson reported that in Outreach Services, due to poor weather conditions, Heidi Estabrook performed more home deliveries this month than normal. Covid also affected deliveries at a few residences, but she utilized JPL's pick-up/drop-off procedures so everyone could continue to receive their materials.

Magnuson reported that the Jacksonville Lions Club presented the JPL with a check for \$1050 for the purchase of large print books. The Lions Club have finally achieved their goal of donating a total of \$40,000 to JPL's large print collection since 1976. Estabrook intends to participate in the 100<sup>th</sup> anniversary celebration of the Lions Club in April.

Magnuson reported that Youth Services had a very pleasant a normal month in January. Storytime attendance remained unchanged, and Courtney Langdon is still intending to give a survey to patrons that attend to see if different times would increase attendance. Salem School only sent one preschool class instead of two to the January story times, but that Baby Storytime was more consistently attended.

Magnuson reported the Teen Advisory Board is still seeing success. Langdon is working to get the TAB more involved in their space at the library by allowing them to choose books for displays and create bookmark reviews. Magnuson reported that she is considering expanding the program to include a TAB that would be strictly for high school students only, and that JTAB would be for middle school students.

Magnuson reported that the YA Book Club has been rebranded as the Bring Your Own Book Club. Langdon is also working with high school students within the Jacksonville High School National English Honor Society to begin a Banned Books Club or something similar. Magnuson reported that Langdon is working on creating a Dungeons & Dragons Club, and that she intends to speak to Blaine Coultas regarding the amount of involvement he wants in the club. Magnuson reported that “take and make” crafts were a hit in the Youth Services department, and that Langdon intends to offer another in February. Magnuson reported that Langdon has been hard at work with booking the Summer Reading Program performers, and that she will be working on program planning soon.

Magnuson reported that due to a combination of illness and icy weather the JPL was unable to attend the check presentation for the Jacksonville Children’s Foundation on the 22<sup>nd</sup>. Langdon is working on arranging a time to pick up the check and will then purchase the Nintendo Switch and begin planning some programs around it.

Magnuson reported that the JPL borrowed 870 titles from other libraries and lent 538 titles to other libraries. Magnuson reported that Lauren and Linda continued cataloging and processing new materials as they arrive. Magnuson also reported that January marked the beginning of Amber Ashmore working 30 hours per week, and that she is working on creating some written procedures for the Technical Services Department.

## **COMPARATIVE SERVICE REPORT**

Magnuson reported that patron count numbers continue to rise, and computer usage has increased considerably. Magnuson reported the audiobook circulation has been down, but due to ever-evolving technologies, this is to be expected. Magnuson reported that due to the changes in reporting by the RSA he is still trying to get a better sense of how the Jacksonville Public Library compares to previous years; this will correct itself soon with the data collection anniversary.

## **COMMITTEE REPORTS**

### **Automation/Technology**

#### Email Service

Magnuson reported that the email changeover has been completed and will send out emails to the board members explaining how to log into their library accounts. He reported that a two-factor authentication was added for an extra layer of security.

### **Building and Grounds**

#### Facility assessment

Magnuson reported that Jamie Cosgriff from Graham & Hyde Architects submitted his facility assessment and presented his findings at the Buildings and Ground Committee meeting on the 17<sup>th</sup>. As previously reported, there are several items that need to be addressed, but there is nothing terribly pressing at this time. The exterior windows, masonry joints and parking lot are the areas that need the most immediate attention. Magnuson reported that he will request estimates for the suggested window and parking lot repairs.

### **Finance**

#### General Fund Surplus

Magnuson reported there was a General Fund surplus of approximately \$59,000 from calendar year 2023. Magnuson proposed a transfer of the surplus into the Special Reserve account. On motion of Keaton, seconded by Kennedy, and carried, the transfer of the surplus funds from the General Fund of calendar year 2023 into the Special Reserve account was approved.

### **Personnel**

No report.

### **Public Relations**

No report.

## **FRIENDS OF THE LIBRARY**

Magnuson reported that the Friends of the Library Board met on the 18<sup>th</sup>. They discussed the success of the Annual Book Sale in December and compiled a list of ideas and suggestions for next year's sale event. Magnuson reported that the Author of the Year contest is currently underway. The Friend of the Year award will be presented during the April meeting, and candidates for the award were nominated. Magnuson reported that the Garden Club committee discussed ideas for the upcoming spring season and entertained the possibility of painting a mural on the wall of the garden shed.

## **RAILS/RSA**

No report.

## **OLD BUSINESS**

### Personnel Policy Revision

Magnuson shared the revised personnel policy that Amy Jackson put together for the Jacksonville Public Library for review. Minor revisions were suggested for consideration by board members.

### Jacksonville Area Genealogical & Historical Society

In addition to the matters included in his director's report, Magnuson reported that the Jacksonville Area Genealogical and Historical Society has requested they have volunteer hours in order to assist and be available to patrons. Magnuson reported that he and Jones will be visiting the current facility of the Jacksonville Area Genealogical and Historical Society to better prepare for the relocation.

## **NEW BUSINESS**

### New Board Member Candidates

President Ferguson reported that due to Craig Albers' resignation there is currently a vacancy on the Jacksonville Public Library Board of Trustees. Discussion followed regarding recommendations to give to the mayor. All future nominations are to be sent to Director Magnuson.

### Discussion of Board Officers

Positions to be filled include:

- Vice President of the Board of Trustees of the Jacksonville Public Library
  - On motion made by Keaton seconded by Beard, and carried, Eckhoff was approved as Vice-President of the Board of Trustees of the Jacksonville Public Library.
- Chair of the Building and Grounds Committee
  - Weeks volunteered to serve as Chair of the Building and Grounds Committee.
- Seat on the Building and Grounds Committee
  - Beard volunteered to serve on the Building and Grounds Committee.

## **ADJOURNMENT**

There being no further business, on motion made by Keaton seconded by Beard, and carried, the meeting was adjourned at 6:23 p.m.

Respectfully submitted by Ali Jones