

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

July 10, 2023

The regular meeting of the Jacksonville Public Library Board of Trustees was held on July 10, 2023, in the conference room of the Jacksonville Public Library. Present were President Mary Ferguson, Craig Albers, Kevin Eckhoff, Lisa Haley, Forrest Keaton, and Elizabeth Kennedy. The following Trustees were absent: Noel Beard, Doris Robinson, and Katie Weeks. Library Director Jake Magnuson was also present.

President Ferguson called the meeting to order at 5:03 p.m.

On motion of Eckhoff, seconded by Albers, and carried, the minutes of the June 12, 2023, meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. Magnuson reported that a disbursement of \$79,268.06 had been received from the Endowment Fund. On motion of Keaton, seconded by Kennedy, and carried, the financial reports for July 2023 were approved, and all properly approved bills for July in the amount of \$67,747.75 are to be paid out of general funds as funds are available.

Keaton reported he had not yet received the Endowment Fund report from US Bank Private Wealth Management for the month ending June 30, 2023, but provided a report as of May 31, 2023. Keaton reported the Endowment Fund total market value was \$2,225,008.75 as of May 31, 2023, and he noted that, after taking into account cash disbursements of \$25,487.74 to date in 2023, the total market value had increased by \$73,898.33 from December 31, 2022. He also reported that he and Ferguson had noted that there were four “wash sales” on the May 31, 2023 report and that they plan to discuss those transactions with U.S. Bank representatives after the June 30, 2023 report is received.

Director's Report

Magnuson reviewed the Director's Report, June 2023.

Magnuson reported that proposals for dealing with the pigeons on the front porch had been received. He noted that he had spoken with John Green and that the contractor would be able to use the lift owned by the City of Jacksonville.

Magnuson reported that the sink in the downstairs boys' bathroom in youth services developed a couple of cracks. He reported that Doyle Plumbing and Heating replaced the sink and faucet.

Magnuson reported that U.S. Representative Mary Miller's casework team had used the conference room and plans to use it on the first Tuesday of each month.

Magnuson reported that the technician from Young's Security had tested the burglar alarms and security cameras and that they were in working order.

Magnuson reported that John Green from the City had replaced some ceiling tiles that had been damaged when the air conditioning unit leaked last summer and that John Green and another city worker had removed a limb that had fallen during the storm on June 29th.

Magnuson reported that he has been in contact with the Sangamon County Health Department regarding obtaining naloxone (Narcan) kits and instruction of the staff on its administration.

Magnuson reported that Kim Pohlman had attended the Paid Leave for All Workers Act seminar that had been presented by the Jacksonville Area Chamber of Commerce.

Magnuson reported that the Friends of the Library did not meet in June and will meet in July.

Magnuson reported that he had appeared in his monthly radio segment on WLDS and that articles had been published on the WLDS.com website and in the *Jacksonville Journal-Courier*.

Magnuson reported that he had attended the first two Zoom meetings of Director University on the topics of building maintenance and emergency preparedness.

Magnuson reported on circulation activities during the month and noted the Coaster Painting program put on by Brittany Overby.

Magnuson reported on the activities of Adult Services. He noted that Ali Jones had been assisting patrons with technical questions and job applications. He reported that she had taken the helm of the Bookmobile program which visits three locations every Friday afternoon. He also noted that the Adult Programming events have been well-received and that patron attendance has increased. He reported that Ali Jones will now be posting weekly on the Jacksonville Public Library blog, which will include staff book picks.

Magnuson reported that Heidi Estabrook remains busy with Outreach Services to senior residences, nursing homes and apartment communities for homebound patrons. He reported that she attended the Morgan/Scott/Greene Interagency meeting. He also noted that the Library participated in Summerfest at the Community Park, at which information concerning the Bookmobile and the Youth Summer reading programs was distributed.

Magnuson reported that June was a very busy and very successful month in Youth Services. He reported that at least 250 people attended the opening party in the green space. He noted that 190 youth have signed up for the summer reading program. He reported that Tuesday entertainer programs by Elsenpeter Marionettes and by Wild

Time Exotics had attendance of 150 and 225 patrons, respectively. He noted that Wednesday storytimes have been fun and very well received.

Magnuson reviewed the Comparative Service Report for June 2023.

COMMITTEE REPORTS

Automation/Technology

No report.

Building and Grounds

Magnuson reported that he is waiting on a reply/proposal from Jamie Cosgriff at Graham & Hyde Architects regarding the preparation of a facilities assessment.

Finance

No report.

Personnel

Kennedy recommended that the Library Director's annual evaluation be conducted in October to match it with the budget cycle. The evaluation will be provided to the Trustees in September for their completion.

Public Relations

No report.

FRIENDS OF THE LIBRARY

No report.

RAILS/RSA

No report.

OLD BUSINESS

Pigeon Control Proposals:

The Trustees reviewed two proposals for controlling the pigeon population that were received from Orkin and from Reliable Pest Solutions. After discussion, on motion of Albers, seconded by Kennedy, and carried, the Board of Trustee approved entering into an agreement as set forth in the Reliable Pest Solutions for both the Optical Gel

Repellent Dishes and the Flock Control Program using active baiting with Avitrol, plus cleaning by another party prior to these repellent/flock control activities

NEW BUSINESS

Public Act 103-0100:

The Board of Trustees reviewed the provisions of Public Act 103-0100 which requires the Library to adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement declaring the inherent authority of the Library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs and prohibit the practice of banning specific books or resources. The provisions of the Act would make the Library ineligible for State of Illinois grants if one of these measures is not followed.

Magnuson indicated that he would follow up to obtain any guidance from the Illinois State Library on this subject and to determine whether the Library's Collection Development Policy adequately addresses the requirements of this Public Act.

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 three areas contained in the Illinois Library Association Standards for Illinois Public Libraries: (1) Core Standards, (2) Governance and Administration, and (3) Personnel.

Jacksonville Area Genealogical and Historical Society.

Albers reported that he had spoken with Ann Jackson of the Jacksonville Area Genealogical and Historical Society concerning the possibility of that organization placing its physical and digital assets in the Library. The Board of Trustees expressed a willingness to consider such a proposal as might be detailed in a proposal from that organization. It was also noted that, if the Library would not have adequate space to house the organization's assets, another possible option would be for that organization to contact the Jacksonville Area Museum.

There being no further business, on motion made by Eckhoff, seconded by Haley, and carried, the meeting was adjourned at 6:15 p.m.

Respectfully submitted by Forrest Keaton