

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE  
JACKSONVILLE PUBLIC LIBRARY  
JUNE 10, 2024**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on June 10, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Laura Bandy, Beth Capo, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, and Katie Weeks. The following Trustees were absent: Lisa Haley and Noel Beard. Library Director Jake Magnuson was also present.

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

**MINUTES OF MAY 13, 2024, BOARD MEETING**

On motion of Eckhoff seconded by Kennedy, and carried, the minutes of the May 13, 2024, meeting of the Board of Trustees were approved as corrected.

**FINANCIAL REPORT**

The financial reports and bills were reviewed. On motion of Weeks, seconded by Kennedy, and carried, the financial reports for June 2024 were approved, and all properly approved bills and payroll for June 2024 in the amount of \$59,661.51 are to be paid out of general funds as funds are available.

**ENDOWMENT REPORT**

Keaton reported that the Endowment Fund market value was \$2,390,250.16 as of May 31, 2024, and noted that, after taking into account \$28,711.90 of cash disbursements since December 31, 2023, the market value had increased by \$65,949.16 since December 31, 2023.

**DIRECTOR'S REPORT**

Magnuson reported that Doug Megginson from Neff-Colvin informed him the window replacement project should be underway during the third or fourth week of June.

Magnuson reported that Judy Tighe from Jacksonville Main Street came in to discuss her organization and how the library can collaborate.

Magnuson reported that the Friends of the Jacksonville Public Library Board had its regular monthly meeting and discussed the Author of the Year contest and how to

improve upon it in future years. The annual membership drive is also underway, and there are many Great Courses on DVD being sold at Circulation.

Magnuson reported that the Garden Club has begun for the summer.

Magnuson reported that Anne Jackson and Wanda Dame from the Jacksonville Area Genealogical and Historical Society stopped by to discuss moving their collection to the library. Magnuson reported that Ali will be weeding the Reference section to make more room for their materials. The date for the move will be July 17.

Magnuson reported that there have been two roofing contractors that have come out to the library to look at the roof: Mortenson Roofing and Renaissance Historic Exteriors.

Magnuson reported that the auditors were at the library on May 16, and all is in order.

Magnuson reported that he continues to advertise the library's programs through the monthly segment on WLDS.

### **Adult Services**

Magnuson reported that Adult Services had another productive month. Ali had 36 different appointments and assisted three patrons in finding jobs.

Magnuson reported that adult programming was well attended in May and included Adult Crafting Night, Adult Book Club, Movie Night, Sherry Blair from World Travel Jacksonville, and Robert Seufert's one-man Sherlock Holmes show.

Magnuson reported that the Adult Summer Reading program is now currently underway.

### **Outreach Services**

Magnuson reported that Heidi Estabrook was busy with a full schedule of deliveries to senior residences and nursing homes. Magnuson reported that she enrolled five people in the National Talking Book Service program and continued to assist these individuals with selecting and ordering books through the program.

Magnuson reported that Heidi presented at College Hill's "Guest Day" luncheon, and that her talk covered the history of our library and the ways the library has evolved to meet the needs of our community.

Magnuson reported that Ali and Heidi attended JACIL's monthly meeting.

Magnuson reported that Heidi has been in contact with local school principals to let them know that students who live outside the city limits of Jacksonville can now get a non-resident library card without the non-resident fee.

## **Youth Services**

Magnuson reported that Courtney is busy preparing for the Summer Reading program. Courtney is still working on events for the closing party.

Magnuson reported that Sensory Storytime will begin in the fall, and that in the meantime Courtney has ordered some sensory and fidget toys and is planning to make them available at the Youth Services desk for patrons to borrow while they are in the library.

Magnuson reported that Youth Services has been collecting bottle caps and that the Teen Advisory Board will be creating a mosaic with them.

Magnuson reported that Courtney received a "Those Who Care Award" from the Jacksonville Area Chamber of Commerce on June 6.

## **COMPARATIVE SERVICE REPORT**

Magnuson reviewed the Comparative Service Report for May 2024.

## **COMMITTEE REPORTS**

### **Automation/Technology**

No report.

### **Building and Grounds**

Magnuson reported that he spoke with Jamie Cosgriff about window painting, and he said that the project should go out to bid soon.

Magnuson reported that one company has submitted a proposal for the roofing project, and another should be submitted soon.

Magnuson reported that Jamie has provided estimates in the facility assessment for the parking lot, but no companies have been contacted for proposals yet.

### **Finance**

No report.

### **Personnel**

No report.

### **Public Relations**

No report.

### **FRIENDS OF THE LIBRARY**

See the director's report.

### **RAILS/RSA**

Magnuson reported that RSA will become an independent entity on July 1.

### **OLD BUSINESS**

No report.

### **NEW BUSINESS**

#### HR Source Benchmarking Proposal

Magnuson reported that HR Source provided a quote for creating a salary chart for the Jacksonville Public Library.

On motion of Keaton, seconded by Eckhoff, and carried, the proposal was approved.

#### Roofing Proposal

Magnuson reported that Mortenson Roofing visited the library on May 10 and provided him with a proposal which addresses the issues that Jamie Cosgriff identified in the recent facility assessment, and that Renaissance Historic Exteriors sent him a drop box link of 200+ photos and that he is unsure what its quote will cover.

#### FY2025 Public Library Per Capita and Equalization Grant

Magnuson reported that the Jacksonville Public Library received the FY2024 Public Library Per Capita and Equalization Grant award letter.

Magnuson announced that he will discuss each section of the grant with the Jacksonville Public Library Board until all sections have been covered.

*Section One: IPL Core Standards Checklist*

Magnuson reported that the library is currently meeting the standards, but that there is a need for a new strategic plan since the current plan ran 2019-2021. Magnuson reported that a new community survey is in the works.

*Section Two: Governance and Administration Checklist*

Magnuson reported that the Jacksonville Public Library has met most of the requirements in this section. Magnuson reported that an orientation program for new library board members is being developed, and that the goal is for all board members to participate in conferences, and other methods of professional development.

*Section Three: Personnel Checklist*

Magnuson reported that the library is currently meeting personnel standards.

**ADJOURNMENT**

There being no further business, on motion made by Keaton, seconded by Kennedy, and carried, the meeting was adjourned at 5:50 p.m.

Respectfully submitted by Ali Jones