

## **MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING**

**March 13, 2023**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on March 13, 2023, in the conference room of the Jacksonville Public Library. Present were President Mary Ferguson, Noel Beard, Kevin Eckhoff, Lisa Haley, Forrest Keaton, Elizabeth Kennedy, and Doris Robinson. Craig Albers and Katie Weeks were absent. Library Director Jake Magnuson was also present.

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

On motion of Haley, seconded by Robinson, and carried, the minutes of the February 13, 2023 meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. On motion of Beard, seconded by Kennedy, and carried, the financial reports for March 2023 were approved and all properly approved bills and funds transfers for March 2023 in the amount of \$150,256.95 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund market value was \$2,217,004.14 as of February 28, 2023, and noted that the market value had increased by \$55,515.14 since December 31, 2022. He noted that this increase in market value is after deduction of \$15,109.39 of cash and securities disbursements from the Endowment Fund since December 31, 2022.

### **Director's Report**

Magnuson reviewed the Director's Report, February 2023. He reported that Ali Jones has begun work as Adult Services Librarian and that Illinois College student, Ana Cacho, has begun her duties as a community intern.

Magnuson reported that he had completed and submitted the Illinois Public Library Annual Report.

Magnuson reported that Frontier Communications had closed out the fax number and bundled the three remaining phone lines for the elevator and alarm system. He also reported that Kone Elevators had sent a proposal for converting the existing analog line in the elevator to a wireless cellular connection which is awaiting a response to schedule the work.

Magnuson reported that he has spoken to John Green from the City of Jacksonville regarding mowing, trash pickup, and minor repairs.

Magnuson reported that U.S. Representative Mary Miller had used the conference room for mobile office hours to meet with constituents and may do so again in the future.

Magnuson reported that he had taken part in his monthly segment on WLDS radio to discuss upcoming events at the library.

Magnuson reported that the “Music Under the Dome” performance of Devon Carpenter on February 5<sup>th</sup> had drawn 82 attendees and that the library had hosted the latest Zoom program in the Illinois Libraries Present series.

Under Adult Services, Magnuson reported that Ali Jones is orienting herself with the various collections and looking at future programming.

Under Outreach Services, Magnuson reported that Heidi Estabrook had continued with visits to Cedarhurst, Prairie Village, Heritage Health and several assisted apartment communities and that requests for deliveries to individuals at their homes continue to be strong.

Magnuson reported that Heidi Estabrook and Ana Cacho had attended the Morgan/Scott/Greene Interagency meeting to share information about what the Library has to offer to the community and to learn about the programs, services, and needs of the 20 agencies represented.

Magnuson also reported that Heidi Estabrook had joined the Association of Bookmobile and Outreach Services professionals organization.

Under Youth Services, Magnuson reported that attendance at regular programs has been average and that planning for summer reading and other programs is underway.

Under Technical Services, Magnuson reported that activities were on par with prior months.

Magnuson reviewed the Comparative Service Report for February 2023. He noted that he has attempted to provide some clarity to the number of “Reference Questions” shown on prior reports. He reported that tally sheets had been implemented to track more accurately the number of reference questions and that prior numbers had been significantly overstated when compared to this change to tally sheets.

## **COMMITTEE REPORTS**

### **Automation/Technology**

No report.

### **Building and Grounds**

Magnuson reported that the heating in the conference room, Director’s office, and bookkeeping appears to be working better after the replacement of a roll-out switch.

## **Finance**

No report, but Beard suggested that contact be made with City of Jacksonville officials to determine how the amount of the Personal Property Replacement Tax is allocated to the Library.

## **Personnel**

No report.

## **Public Relations**

No report.

## **FRIENDS OF THE LIBRARY**

Magnuson reported that the Friends of the Library are conducting the "Author of the Year Contest" and that entries are due by March 24<sup>th</sup>.

## **RAILS/RSA**

Magnuson reported that Library staff have been availing themselves of the opportunity to attend RSA/RAILS webinars.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

None.

Keaton noted that a movable "Tiny Library" had been constructed by Millstadt Public Library, with the assistance of grant funds from the Illinois State Library. He indicated that he would send the website link to the members of the Board of Trustees to see if the concept or some variation of it might be useful to the Library's efforts to improve availability of services throughout the City.

Beard noted the newly enacted law to provide up to 40 hours of paid leave annually for workers under Senate Bill 208. He suggested that Magnuson check into the law's potential impacts.

There being no further business, on motion made by Haley, seconded by Eckhoff, and carried, the meeting was adjourned at 5:52 p.m.

Respectfully submitted by Forrest Keaton