

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE  
JACKSONVILLE PUBLIC LIBRARY  
November 13, 2023**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on November 13, 2023, 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, Elizabeth Kennedy, and Katie Weeks. The following Trustees were absent: Craig Albers and Lisa Haley. Library Director Jake Magnuson was also present.

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

President Ferguson introduced Laura Bandy as a new member of the Board of Trustees and administered the oath of office to her.

On motion of Eckhoff, seconded by Beard, and carried, the minutes of the October 10, 2023, meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. On motion of Beard, seconded by Weeks, and carried, the financial reports for November 2023 were approved, and all properly approved bills for November in the amount of \$120,004.84 are to be paid out of general funds as funds are available.

Keaton reported the Endowment Fund total market value was \$2,070,439.50 as of October 31, 2023, and he noted that, after taking into account cash disbursements of \$128,350.88 to date in 2023, the total market value had increased by \$22,192.22 from December 31, 2022.

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

Magnuson reviewed the Director's Report, October 2023.

Magnuson reported that the bird flock control program seems to be working.

Magnuson reported that Doyle Plumbing and Heating had been called several times during the month and that the problem with offices being cold appears to have been solved with the removal of wasp nest from one of the units.

Magnuson reported that Stuard Associates, Kone, and Johnson Controls were all at the library on October 12<sup>th</sup> and that the elevator passed its inspection.

Magnuson reported that the Friends of the Library had observed National Friends of the Library Week and that organization of a book sale on December 2<sup>nd</sup> is underway.

Magnuson reported on his monthly radio segment on WLDS and on newspaper articles in the *Journal-Courier* concerning library actions and programs.

Magnuson reported that the Illinois Library Association Annual Conference was held in Springfield from October 24<sup>th</sup> through 26<sup>th</sup> and that several staff members were able to attend at least one day of the conference.

Magnuson reported that circulation continues to be performing well.

Magnuson reported that Ali Jones has been busy in Adult Service, including having 24 technology appointments and assisting in finding employment for three patrons. He reported that she has reached out to LincolnLand Community College to arrange for use of its computer lab in early 2024 for a series of classes on basic computer skills.

Magnuson reported that Adult Programming in art programs, books clubs, and movie nights have all had good responses. He reported that the Zoom-based Illinois Libraries Present programs have not been well-attended but noted that the annual cost for this programming is nominal.

Magnuson reported that, in Outreach Services, Heidi Estabrook had a busy month with deliveries to assisted living and skilled nursing care facilities and to homebound patrons. He reported that she had also gone to the Illinois School for the Deaf. He reported that she attended the Morgan/Scott/Greene Interagency meeting and represented the library at the Prairie Counsel for Aging's Senior Fair on October 23<sup>rd</sup>.

Magnuson reported that Youth Services is trying to figure out the best way to conduct storytimes because the Wednesday morning storytime is well-attended but the afternoon storytime has not been well-attended.

Magnuson reported that the teen programming events, including paint and sip, Dungeons & Dragons club, and the pumpkin decorating contest, were all successful.

Magnuson reviewed the Comparative Service Report for October 2023 and noted that he is still exploring the possibility that reporting items may have been counted differently in the past.

## **COMMITTEE REPORTS**

### **Automation/Technology**

#### E-mail service.

Magnuson and Beard reported that use of Microsoft 365 for e-mail service makes sense and that they are investigating the pricing for that service. They noted that the timeframe for change will be December 31<sup>st</sup>.

### **Building and Grounds**

No report.

## **Finance**

### Approval of 2024 Budget.

Keaton reported that the Finance Committee had met on October 30<sup>th</sup> to review the proposed budget for 2024 and the Finance Committee recommended its approval. Keaton moved to approve the 2024 Appropriation/Levy Budget and the 2024 Appropriation/Levy Budget with Grants and Gifts as presented to the meeting. Weeks seconded the motion, and the motion was unanimously approved.

## **Personnel**

No report.

## **Public Relations**

No report.

## **FRIENDS OF THE LIBRARY**

See notes in Director's Report.

## **RAILS/RSA**

No report.

## **OLD BUSINESS**

### Transfer of Remaining Year 2022 Excess to Special Reserve Fund.

Keaton reported that, at the February 13, 2023 meeting, the Board of Trustees had authorized the transfer of \$100,000.00 of the \$147,553.98 excess from Year 2022 to the Special Reserve Fund and had held in abeyance the transfer of the remaining \$47,553.98 until the impact of higher utility costs could be determined. He recommended that an action to transfer of the remaining \$47,553.98 to the Special Reserve Fund be placed on the agenda for the next meeting.

## **NEW BUSINESS**

### Schedule of 2024 Board of Trustees meetings.

On motion of Beard, seconded by Eckhoff, and unanimously carried, the Board of Trustees set the monthly meetings of the Board of Directors on the following dates at 5:00 p.m. in the Jacksonville Public Library meeting room:

Monday, January 8, 2024  
Monday, February 12, 2024  
Monday, March 11, 2024  
Monday, April 8, 2024  
Monday May 13, 2024  
Monday, June 10, 2024  
Monday, July 8, 2024  
Monday, August 12, 2024  
Monday, September 9, 2024  
Tuesday, October 8, 2024  
Tuesday, November 12, 2024  
Monday, December 9, 2024.

Schedule days of Library Closure for 2024.

Magnuson reported that the Library would be closed on the following holidays in 2024:

Monday, January 1, 2024 – New Year’s Day  
Monday, January 15, 2024 – Martin Luther King, Jr. Day  
Monday, February 19, 2024 – Presidents’ Day  
Monday, May 27, 2024 – Memorial Day  
Wednesday, June 29, 2024 – Juneteenth  
Thursday, July 4, 2024 – Independence Day  
Monday, September 2, 2024 – Labor Day  
Monday, October 14, 2024 – Columbus Day (In-service)  
Monday, November 11, 2024 – Veterans Day  
Thursday, November 28, 2024 – Thanksgiving  
Friday, November 29, 2024 – Day after Thanksgiving  
Tuesday, December 24, 2024 – Christmas Eve  
Wednesday, December 25, 2024 – Christmas  
Tuesday, December 31, 2024 – New Year’s Eve.

Revision of Meeting Room Policy.

Magnuson reported that he had prepared a draft revision of the Meeting Room Policy and had received some comments and suggestions regarding the wording of the policy. Further discussion of the proposed policy revision will be conducted at the December Board of Trustees meeting.

**ADJOURNMENT**

There being no further business, on motion made by Beard, seconded by Eckhoff, and carried, the meeting was adjourned at 6:06 p.m.

Respectfully submitted by Forrest Keaton