

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

**November 14, 2022**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on November 14, 2022, in the conference room of the Jacksonville Public Library. The following Trustees were present: Noel Beard, Kevin Eckhoff, Mary Ferguson, Lisa Haley, Forrest Keaton, and Katie Weeks. The following trustees were absent: Craig Albers, Elizabeth Kennedy, and Doris Robinson. 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 Weeks, and carried, the minutes of the October 11, 2022 meeting of the Board of Trustees were approved as presented.

## **FINANCIAL REPORTS**

The financial reports and bills were reviewed. On motion of Beard, seconded by Haley, and carried, the financial reports for November 2022 were approved and all properly approved bills for November 2022 in the amount of \$57,701.22 are to be paid out of general funds as funds are available.

## **ENDOWMENT REPORT**

Keaton reported the Endowment Fund total value was \$2,137,063.75 as of October 31, 2022, and noted that the total value had decreased by \$621,060.91 since December 31, 2021. He noted that this decrease in total value includes \$133,407.59 of cash and securities disbursements since December 31, 2021, leaving a decrease in the value of investments of \$487,653.34.

## **DIRECTOR'S REPORT**

Magnuson reviewed the Director's Report, October 2022. He reported that the west patio renovation project had been finished in early October and that the heating system installed under the patio is automatically operated by a sensor.

Magnuson reported that Johnson Controls' five-year testing and inspection of the wet sprinkler system was completed.

Magnuson reported that a proposal for landscape renovation had been received from Green Works.

Magnuson reported that the new phone system installation has continued and that the primary number will be migrated to the new system on November 15<sup>th</sup>.

Magnuson reported that the Friends of the Library met on October 20<sup>th</sup> and discussed the annual meeting, the treasurer's report, and the Author of the Year contest.

Magnuson reported that Brittany Overby started as the Circulation Supervisor on October 1<sup>st</sup>.

Magnuson reported on the monthly activities in Circulation and in Adult Services. He noted that the Library's Facebook page had recently been removed, which has caused some difficulties in communication with patrons and in advertising upcoming events, such as the Music Under the Dome concert.

Magnuson reported that Heidi Estabrook has continued the Outreach Services activities, which included participating in the Prairie Council on Aging's Senior Event on October 3<sup>rd</sup> and the visit to the Illinois School for the Deaf.

Magnuson reported that the Library had received a generous donation from the Lions Club for the purchase of large print books and another generous donation from the son of long-time patron, Phyllis Hubbard.

Magnuson reported that Youth Services remained busy with activities including story time, a pumpkin painting contest, and the Lego club.

Magnuson review the Comparative Service Report for October 2022, and noted that he will continue looking for historical data on reference questions.

## **COMMITTEE REPORTS**

### **Automation/Technology**

None

### **Building and Grounds**

None

### **Finance**

Keaton reported that the Finance Committee had met and had developed the proposed 2023 Appropriation/Levy Budget and the 2023 Appropriation/Levy Budget with Grants & Gifts. On motion by Keaton, seconded by Weeks, and carried, the Board of Trustees approved the 2023 Appropriation/Levy Budget and the 2023 Appropriation/Levy Budget with Grants & Gifts for the Library.

### **Personnel**

None

### **Public Relations**

None

## **FRIENDS OF THE LIBRARY**

Magnuson reported that the next meeting of the Friends of the Library will be held on November 17<sup>th</sup>.

## **RAILS/RSA**

Magnuson reported that the rates for RSA are going up by 5%, which will result in an additional cost to the Library of approximately \$1200 per year. He reported that he and Brittany Overby have been attending some RSA/RAILS webinars.

## **OLD BUSINESS**

Collection Development Policy: Magnuson reported that he had revised the draft Collection Development Policy to take into account suggestions and comments provided by some of the Trustees. On motion of Eckhoff, seconded by Haley, and carried, the Board of Trustees approved the Collection Development Policy as presented.

Fiscal Year 2023 Public Library Per Capita Grant application: As part of the Fiscal Year 2023 Public Library Per Capita Grant application process, Magnuson and the Board of Trustees reviewed the checklists for the following four areas contained in the Illinois Library Association Standards for Illinois Public Libraries: Collection Management, System Member Responsibilities and Resource Sharing, Reference Service and Reader's Service, and Programming.

## **NEW BUSINESS**

Library Late Fees: Magnuson reported that, beginning January 1, 2023, he is considering the elimination of fees for late return/overdue books, but not for charges related to lost or damaged items. He will provide additional information for the Board of Directors consideration.

2023 Board of Trustees Meeting Schedule: On motion by Beard, seconded by Eckhoff, and carried, the regular monthly meetings of the Board of Trustees during 2023 will be held at the Library on the second Monday of each month at 5:00 p.m., except for the month of October, in which the meeting will be held at the Library on the second Tuesday of October at 5:00 p.m.

West Patio Renovation Final Payment: Magnuson reported that the final payment of \$57,355.82 for the west patio renovation would be made to Neff-Colvin Construction.

## **ADJOURNMENT**

There being no further business, on motion made by Weeks, seconded by Beard, and carried, the meeting was adjourned at 6:18 p.m.

Respectfully submitted by Forrest Keaton