

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
JACKSONVILLE PUBLIC LIBRARY
October 10, 2023**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on October 10, 2023, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Noel Beard, Kevin Eckhoff, Lisa Haley, Forrest Keaton, Elizabeth Kennedy, and Katie Weeks. The following Trustee was absent: Craig Albers. Library Director Jake Magnuson and Ben Singson, reporter from *Jacksonville Journal-Courier*, were also present.

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

On motion of Beard, seconded by Kennedy, and carried, the minutes of the September 11, 2023, meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. On motion of Weeks, seconded by Beard, and carried, the financial reports for October 2023 were approved, and all properly approved bills for October in the amount of \$64,886.88 are to be paid out of general funds as funds are available.

Keaton reported that he had not yet received from US Bank Private Wealth Management the report of the Endowment Fund, for the period ending September 30, 2023. He reported that, subsequent to the September 11, 2023 meeting of the Board of Trustees, he had received the report, as of August 31, 2023, for the Endowment Fund. He reported that the total market value was \$2,214,307.68 as of August 31, 2023, and he noted that, after taking into account cash disbursements of \$119,391.93 to date in 2023, the total market value had increased by \$157,101.45 from December 31, 2022.

Director's Report

Magnuson reviewed the Director's Report, September 2023.

Magnuson reported that the library's new website went live on September 15th.

Magnuson reported that Reliable Pest Solutions had put more birdseed in the trays on the roof and, in early October, will begin mixing avitrol with the birdseed monthly as part of the flock control program.

Magnuson reported that Johnson Controls is in the process of having custom-made dry sprinkler heads made, which will be installed to finish that project. He reported that the sprinkler system had passed inspection and that technicians upgraded the fire alarm panel and installed several smoke detectors in order to pass the elevator inspection. He reported that an elevator inspection is scheduled for October 12th.

Magnuson reported that the Friends of the Library met and discussed providing gifts to Friends member for National Friends of Libraries Week which is from October 15th through 21st.

Magnuson reported on his monthly participation on WLDS radio to discuss upcoming events and on newspaper articles in both the *Jacksonville Journal-Courier* and the *Illinois Times*.

Magnuson reported on circulation activities during the month.

Magnuson reported that, in Adult Services, Ali Jones had 25 scheduled technology and job search appointments during September, which was double the volume of August. He reviewed the Adult Craft Night, Adult Book Club and movie night activities held at the library.

Magnuson reported that the Illinois Libraries Present program has started its third season and that the first offering had two patrons attend at the library and seven patrons attend online.

Magnuson reported that the 2023-2024 Music Under the Dome series held its first event on September 10th with 35 patrons in attendance.

Magnuson reported that, during the month of September, Heidi Estabrook had her customary stops at Cedarhurst, Prairie Village, Heritage Health, Volunteers of America Apartments, Laborer's Home Development, The Pointe, and Arcadia Care. He reported that Heidi Estabrook and Courtney Langdon had made their first visit of the school year to the Illinois School for the Deaf.

Magnuson reported that, with the close out of the summer reading and activities programs, the focus of Youth Services during September was to begin planning for the coming months. He noted that storytimes have been very busy.

Magnuson reported that the Teen Advisory Board has been active, with about 10 students usually attending. He noted that programming tends to draw more tweens than older teens, and as a result, Courtney Langdon will be looking for a few programs that are for high school students only.

Magnuson reviewed the Comparative Service Report for September 2023. He noted that the patron count was up for the month, but book circulation numbers were down slightly.

COMMITTEE REPORTS

Automation/Technology

Magnuson reported that reported that the email service will be ending as of December 31, 2023. Beard indicated that it would need to be replaced by a paid service.

Building and Grounds

Magnuson reported that he will need to contact Jamie Cosgriff to schedule a time for a facilities review.

Finance

Keaton reported that Finance Committee will need to meet to prepare the 2024 budget and that he will be getting in contact with the committee members to select a date and time.

Personnel

Kennedy reported that the performance evaluation forms for the Director had been received and tabulated and would be discussed in a closed session.

Public Relations

No report.

FRIENDS OF THE LIBRARY

See notes in Director's Report.

RAILS/RSA

No report.

OLD BUSINESS

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) Reference Service and Readers' Advisory Service, (2) Youth and Young Adult Services, and (3) Marketing Promotion and Collaboration.

Jacksonville Area Genealogical and Historical Society:

Magnuson reported that he had discussed with the City Attorney the potential for providing space to the Jacksonville Area Genealogical Society for storage of its collection. After discussion by the Trustees, Magnuson indicated that he would have further discussions with the Society's representatives to get a better understanding of their needs and ideas.

Vacancy on Board of Trustees:

Magnuson reported that he had spoken with Mayor Ezard and provided the names of potential candidates to fill the vacancy on the Board of Trustees. President Fergurson reported that she had been in contact with Mayor Ezard and that he indicated he would keep the Board of Trustees informed.

NEW BUSINESS

Affirmation of Library Bill of Rights

In connection with adoption of Public Act 103-0100 and the proposed changes by the Illinois Secretary of State to Illinois Administrative Code provisions implementing that statute, Magnuson and the Board of Trustees reviewed the library's Collection Policy which includes an affirmation of the provisions of the Library Bill of Rights of the American Library Association. After discussion, on motion of Kennedy, seconded by Haley, and unanimously carried, the Board of Trustees determined that the library's Collection Policy, as currently written, is adequate to comply with the statutory and proposed regulatory requirements, and if it is determined that the provisions in the Collection Policy are not sufficient, the Board of Trustees will address any insufficiency.

Closed Session for Personnel Matter:

On motion of Keaton, seconded by Kennedy, and unanimously carried, the Board of Trustees went into closed session at 5:49 p.m. to discuss the performance review of the Director. All persons other than the Trustees left the meeting.

Trustee Eckhoff departed from the closed session at 5:59 p.m.

On motion of Weeks, seconded by Kennedy, and unanimously carried, the Board of Directors ended its closed session at 6:08 p.m.

ADJOURNMENT

There being no further business, on motion made by Beard, seconded by Haley, and carried, the meeting was adjourned at 6:11 p.m.

Respectfully submitted by Forrest Keaton