

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE  
JACKSONVILLE PUBLIC LIBRARY  
September 11, 2023**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on September 11, 2023, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, 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.

On motion of Weeks, seconded by Eckhoff, and carried, the minutes of the August 15, 2023, meeting of the Board of Trustees were approved as presented.

The financial reports and bills were reviewed. On motion of Eckhoff, seconded by Kennedy, and carried, the financial reports for August 2023 were approved, and all properly approved bills for September in the amount of \$56,510.26 are to be paid out of general funds as funds are available.

Keaton reported the monthly report for the Endowment Fund from U.S. Bank Private Wealth Management, for the period ending August 31, 2023, had not yet been received.

**Director's Report**

Magnuson reviewed the Director's Report, August, 2023.

Magnuson reported that two of the pages had left to go to college and that two new pages had been hired to replace them.

Magnuson reported that the pigeon problem appears to be solved.

Magnuson reported that the rekeying of the Library had been completed. He also reported that the Jacksonville Fire Department had opened the KnoxBox on the east side of the building so that the key inside it could be replaced with one of the new keys.

Magnuson reported that Johnson Controls had returned to the Library on August 30<sup>th</sup> and that all of the fire alarms passed inspection.

Magnuson reported that the Friends of the Library met on August 24<sup>th</sup>. He reported that the Friends had reserved the Library's meeting room for Saturday, December 2<sup>nd</sup> for a large book sale, and plans are in the works for sorting, organizing, and advertising. National Friends of the Library Week will be observed from October 15<sup>th</sup> through 21<sup>st</sup>.

Magnuson reported that the Garden Club had its last meeting on August 17<sup>th</sup> and thanks was extended for its support of the Summer Reading Program.

Magnuson reported that he had his regular monthly segment on WLDS radio. He reported that the *Jacksonville Journal-Courier* had published an article about the Colson Whitehead Zoom event that was held on September 6<sup>th</sup> as part of the Illinois Libraries Present program.

Magnuson reported that he attended the RAILS City Library Directors meeting on August 4<sup>th</sup> and the RSA User Group meeting on August 9<sup>th</sup>. He reported that he also attended the Illinois Library Association's Directors University in Springfield from September 1<sup>st</sup> through 3<sup>rd</sup>.

Magnuson reported that Adult Services has been busy with great programs and events. He reported that Ali Jones assisted a total of 25 patrons with technology appointments, job search appointments, obituary requests, genealogy/special collections requests, newspaper article requests, and other matters. He reported that the efforts resulted in two patrons finding jobs within Jacksonville during August.

Magnuson reported that the bookmobile concluded its summer locations at Community Park, Dunlap Apartments, and Greenbriar Apartments, and that planning has started for the bookmobile in the summer of 2024.

Magnuson reported that a puzzle table has been set up on the second floor and that it has proven very popular with the patrons.

Magnuson reported that Adult Programming had great numbers for events during the month, i.e., Adult Crafting Night, Adult Book Club, and Movie Night.

Magnuson reported that there were two author events scheduled in August, but that, due to unforeseen circumstances, the event with local author, Les Stevens, had to be canceled with the hope of rescheduling it in the future.

Magnuson reported that Ali Jones has been sending press releases to local media outlets regarding upcoming programming and has created an Illinois Libraries Present brochure containing all pertinent information for the first half of its season.

Magnuson reported that Ali Jones has been posting weekly on the Jacksonville Public Library's blog and has received positive feedback from patrons.

Magnuson reported that, in Outreach Services, Heidi Estabrook has been making deliveries to residences and was invited by the new activities director at The Pointe to talk about the Library and to begin regular deliveries in September.

Magnuson reported that, on August 10<sup>th</sup>, Heidi Estabrook attended the Morgan/Scott/Greene County Interagency meeting with 27 other social service agencies.

Magnuson reported that Ali Jones and Heidi Estabrook had attended the Murrayville - Woodson Elementary School registration open house where they were able to pre-register 15 children for non-resident library cards.

Magnuson reported that, in Youth Services, Courtney Langdon has ben getting ready for the school year. He noted that the story time crafts are moving from “product art” to “process art.”

Magnuson reviewed the Comparative Service Report for August 2023.

## **COMMITTEE REPORTS**

### **Automation/Technology**

Magnuson reported that the new website should be going live this week. He indicated that he will double-check that the new website is compliant with Americans with Disabilities Act requirements.

### **Building and Grounds**

No report.

### **Finance**

Keaton reported that the Finance Committee will meet next month regarding preparation of the 2024 budget.

### **Personnel**

Kennedy reported that the Director evaluation forms would be distributed so that they could be completed by the Trustees and the results compiled before the October Board of Trustees meeting.

### **Public Relations**

No report.

## **FRIENDS OF THE LIBRARY**

See notes in Director’s Report.

## **RAILS/RSA**

See notes in Director’s 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 two areas contained in the Illinois Library Association Standards for Illinois Public Libraries: (1) Systems Member Responsibilities and Resource Sharing, and (2) Technology.

#### Jacksonville Area Genealogical and Historical Society.

Magnuson reported that he has not yet met with the City Attorney to discuss any legal issues that might be raised concerning the Library providing space to the Jacksonville Area Genealogical and Historical Society for its storage of its collection.

### **NEW BUSINESS**

#### Non-resident Card Program Renewal

Magnuson reported on the computation of the cost of non-resident library cards for the ensuing year. On motion of Beard, seconded by Eckhoff, and carried, the Board of Trustees fixed the fee to be paid for library cards issued to non-residents at \$70.00 per year.

#### Expiring Terms of Trustees

Ferguson reported that the Trustee terms of Albers, Keaton, and Kennedy expire in October. She reported that each of these Trustees has expressed a willingness to continue to serve as a Trustee and that she will communicate that information to the Mayor for the City Council to consider in filling the Trustee positions.

#### New Trustee Candidates

The Trustees discussed potential community members who might be willing to serve as a Trustee to fill the unexpired term of Doris Robinson. Persons suggested were: Laura Bandy and Janet Chipman. Magnuson indicated he would provide these suggestions to the Mayor and see if there are other potential candidates that the Mayor and City Council might want to consider.

#### Discussion of Board Officers

President Ferguson indicated she is considering not serving another term as President and suggested that other Trustees consider doing so.

Magnuson indicated that he would discuss with Ali Jones the possibility of her attending Board of Trustees meetings and taking/preparing the meeting minutes.

### **ADJOURNMENT**

There being no further business, on motion made by Eckhoff, seconded by Beard, and carried, the meeting was adjourned at 5:44 p.m.

Respectfully submitted by Forrest Keaton