

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, November 16, 2021 at 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

President Josh Hileman called to order a meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present: Marcia Adams, Juan Lingow, Jerry Schleper, Matt Derrick, Helen Gubser and Steve LeBlanc; staff Anita Driver and Chris Maness. Michelle Hopper and Laura Woodring reported they would be absent.

NO PUBLIC COMMENT

On motion by J. Lingow, 2nd by M. Adams, the agenda was approved with the addition of items for discussion only. Motion carried unanimously.

On motion by S. LeBlanc, 2nd by J. Schleper, the consent agenda was approved including minutes of the October 19, 2021 meeting and the following Treasurer's Report for October 2021.

BUDGET ACCOUNT

\$448,057.59 Reported balance September 30, 2021
4,871.06 Corporate replacement tax
17.18 Interest
325.00 Non-resident fees
480.00 Non-resident fees—E-pay
476.95 Fines
104.00 Fines—E-pay
558.65 Copies
82.50 Copies—E-pay
47.00 Scans to email
167.95 Lost items
2.95 Lost items—E-pay
274.75 FAX
75.00 FAX—E-pay
740.00 Gifts & Memorials (\$ from City for Halloween)
50.00 Storywalk sponsorship
8.74 Books/Magazine sales—E-pay
35.50 Miscellaneous
456,374.82 Total balance and MTD income
35,666.02 Less expenses for October 2021
\$420,708.80 Balance October 31, 2021*

*342,521.71 Royal Bank Checking
140.00 On hand
5,545.18 Illinois Funds—E-pay
72,501.91 Illinois Funds—Working cash fund

GIFTS & MEMORIALS

\$479.40 Jerseyville Banking Center Checking
501.69 Illinois Funds

SPECIAL RESERVE

\$523,982.18 Jersey State Bank checking
507.63 Illinois Funds

Anita Driver presented the following check register:

Check #	Date	Payee	Cash Account	Amount
12537	11/11/21	Brockman Co.	1000	41.27
12538	11/11/21	Baker & Taylor	1000	1,080.77
12539	11/11/21	BookPage	1000	354.00
12540	11/11/21	Card Services VISA	1000	1,630.23
12540a	11/11/21	VOID	1000	
12540b	11/11/21	VOID	1000	
12540c	11/11/21	VOID	1000	
12541	11/11/21	Cengage Learning Inc / Gale	1000	381.96
12542	11/11/21	Church's Lawn Care	1000	129.00
12543	11/11/21	City of Jerseyville	1000	3,721.56
12544	11/11/21	Demco	1000	165.52
12545	11/11/21	Diamond Lake Book Co.	1000	576.40
12546	11/11/21	Effingham Public Library	1000	16.37
12547	11/11/21	Grafton Technologies, Inc	1000	196.45
12548	11/11/21	Illinois Power Marketing dba	1000	546.31
12549	11/11/21	Brian Hutchinson	1000	100.00
12550	11/11/21	Illinois American Water	1000	137.17
12551	11/11/21	Kanopy, Inc.	1000	43.00
12552	11/11/21	Lazerware Inc.	1000	927.63
12553	11/11/21	Library Ideas LLC	1000	17.00
12554	11/11/21	Midwest Tape	1000	1,283.79
12555	11/11/21	Payroll	1000	23,464.70
12556	11/11/21	The Penworthy Company LLC	1000	285.19
12557	11/11/21	Petty Cash	1000	120.48
12558	11/11/21	R.P. Lumber Company, Inc.	1000	7.96
12559	11/11/21	River County News	1000	83.80
12560	11/11/21	Elizabeth Smilack	1000	25.00
12561	11/11/21	Tricounty FS, Inc.	1000	62.64
12562	11/16/21	Breese Public Library	1000	15.99
12563	11/16/21	Cengage Learning Inc / Gale	1000	30.39
12564	11/16/21	EBSCO Information Services	1000	46.95
12565	11/16/21	Chris Maness	1000	500.00
12566	11/16/21	Payroll	1000	9,484.13
12567	11/16/21	Robert (Bob) Sanders Waste Systems, Inc	1000	75.13
12568	11/16/21	Watts Copy Systems, Inc.	1000	269.75
Total				45,820.54

On motion by M. Derrick, 2nd by M. Adams, the bills will be paid. Motion carried unanimously.

LIBRARIAN'S REPORT

Anita:

- Anita hired our newest employee, Danielle Fry, for 18 hours per week.
- Statistics: circulation 5,085; 1,228 holds placed; 1,211 holds satisfied; 301 items added to the database; 3,856 visits.
- Since the last board meeting we had 2 workers quit: Terri McCoy and Hannah Rose. Anita moved Adam Hurley to 40 hours and Jolye Jones to 26. Today she hired Danielle Fry. Danielle will start Monday, November 22, 2021
- In December we will hire a 28 hour worker.
- Anita met with David Hall from Illinois State Archives, Records Management. He is putting together our plan for records disposal (or retention). After she receives this plan and it is certified, we can then request to dispose of appropriate records. Just disposing down to our 7 year financials will be a big space saver. Her goal is to have our records and files in good condition before retirement.

- Staff and Anita continue to weed the collection. Weeding will not only make for a more desirable collection but also save us money when we have to store for expansion. We'll save in storage boxes and space.

Chris:

- After 39 years of collecting recipes, Chris has gotten the annual Cookie Exchange recipes published. The books arrived last week. Three area businesses have offered to sell them out of their store. With not a lot of effort, 17 have sold here. If you want a copy, see Chris and get your copy for \$15.00!!
- Chris continues to train Beth Tittle and Adam Hurley as her replacement at the end of December. She is also writing instructions for processing the different formats of materials. DVDs and music CDs especially have a lot of steps.

Beth T:

- Beth filled 36 requests for items that were sent to other libraries in Illinois and out-of-state. She also requested 51 items for our patrons and 47 of them were filled.
- She put together a displays for Veterans' Day and Thanksgiving.
- She created and ran a list of "dusty" juvenile non-fiction. It was then sorted by publication date--the oldest being 1942. Jolye is pulling them from the shelves so that Laurie and Anita can decide whether or not we need to keep or replace them if the condition of the book is poor.

Beth S.:

Beth maintains all the Library' social media. Facebook had a really good month, here's that data:

- FACEBOOK (Online Social Network - our biggest Social Media platform)
- Report for Last 28 days:
- 3,222 Followers
- 29 New Followers
- 951 Page views (up from 269)
- 2,457 Video views (up from 864)
- 9,526 Post Reach (our posts were seen by this many people) (up from 7,640)
- 5,806 people engaged with our posts (liked, commented, shared) (up from 3,672)
- Some popular posts were Halloween Festival pics, Yearbooks, Friday Night Funnies

Laurie:

- Laurie had a successful Family Reading Night Program yesterday evening. She had a very good crowd for her Color Crisis Escape Room. Anita heard back from a friend that attended that it was very clever and they had a good time.
- She has been working on plans for the Downtown Country Christmas and for December programs.

MATERIALS, BYLAWS AND POLICY COMMITTEE

On motion by J. Schleper, 2nd by S. LeBlanc, a 1% equalization assessment with the December pay is approved if the funds are available. Motion carried unanimously.

BUILDING AND GROUNDS COMMITTEE

The expansion project and an excess moisture situation on the north side second floor were discussed.

FINANCE COMMITTEE

Expansion project financial status and staff 1% already discussed.

TECHNOLOGY COMMITTEE

M. Derrick gave recommendations to Anita and Beth S. for the Hotspots and Laptops Grant.

FRIENDS OF THE LIBRARY

Anita announced upcoming book sales.

CORRESPONDENCE

A thank you note was read from the JCH Wellness Center for the use of our blow up movie screen.

OLD BUSINESS

Plans for recognition of Chris Maness in honor of her retirement were discussed.

NEW BUSINESS

Discussion of Chapters 5 – 8 of *Serving Our Public 4.0* was tabled for the December meeting.

NO BUSINESS FOR DISCUSSION ONLY

NO PUBLIC COMMENT

On motion by J. Schleper, 2nd by S. LeBlanc, the meeting was adjourned at 7:15 p.m.

Helen Gubser, secretary

Anita Driver, assistant secretary