

FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Wednesday, September 9th, 2026

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on Wednesday, September 9th, 2026. Board President Mary Kaufman presided and called the meeting to order at 6:00 pm.

Notice is hereby given that a majority of a quorum of the members of City Council of the City of Freeport may be present at the above-referenced meeting. No action on the part of the City Council will be taken.

Trustees Present

Betty Butler, Al Evon, Mary Kaufman, Lucas Kramer (6:06 pm), Julie Reynolds, and Michelle Swalve

Trustees Absent

Alan Greene and Tasha Mazique

Also present: Executive Director Emily Schaub and Ky Eckert acting as the Recording Secretary, joined by Terri Best (LWV).

II. CHANGES/CORRECTIONS TO THE AGENDA

(EVON/REYNOLDS) Motion to approve the September 9th, 2026 Regular Meeting Agenda.

5 in favor/0 opposed. Motion carries.

Swalve mentioned having a matter she would like to bring to the Trustees' attention. Kaufman agreed to allow some discussion sooner rather than later in the meeting.

III. QUESTIONS OR COMMENTS FROM THE PUBLIC/MEDIA

The Board was joined by a member of the community who uses the public computers and printers who raised concern about the noise levels in the Library at times. Kaufman acknowledged their concern and thanked them for the comment.

IV. DISCUSSION

Swalve cited Illinois Law that reads "(75 ILCS 5/4-7.2) (from Ch. 81, par. 4-7.2) The board of library trustees shall establish, and review at least biennially, a written policy for the selection of library materials and the use of library materials and facilities. (Source: P.A. 85-751.)". Schaub confirmed that the Collection Development policy was reviewed and approved by the Trustees in August 2026.

Lucas Kramer arrived at the meeting at 6:06 pm.

Evon also brought up the additions made to the Collection Development policy last month, including the section stating that library staff do not act in loco parentis.

V. APPROVAL OF MINUTES

(EVON/KRAMER) Motion to approve the August 12th, 2026 Regular Meeting Minutes.
6 in favor/0 opposed. Motion carries.

VI. FINANCIAL REPORT

The Library is still expecting the second tax distribution, meaning some income line items appear in the negative. However, this will change soon as Schaub continues to meet with Finance for budget reappropriation.

(REYNOLDS/SWALVE) Motion to accept the August 2026 Financial Report.
6 in favor/0 opposed. Motion carries.

VII. PRESIDENT'S REPORT

Kaufman spoke briefly about the September 8, 2026 City Council Meeting where the appointment of Renee Blazeski was of discussion. She presented the following to the Board.

"I would like to acknowledge the recent trustee appointment that was submitted by the Mayor and considered by the City Council. The Council ultimately did not approve the appointment, so the trustee position remains vacant. While there may be differing perspectives regarding the appointment, our role as a board is to remain focused on governance of the library and service to our patrons. We respect the process established for appointments and confirmations and appreciate the efforts of everyone involved. We remain committed to working cooperatively with city officials and look forward to a successful appointment process in the future. In the meantime, we will continue to carry out the important work of the library on behalf of our community."

VIII. EXECUTIVE DIRECTOR'S REPORT

Schaub reviewed her report with the Trustees, highlighting the upcoming staff training day, Paint the Port, and several facilities updates. She brought to the board's attention the need for a janitor/ facility maintenance position.

The short brick wall located by the materials drop that was hit last month was hit again a week later. Schaub is currently waiting on a response from insurance and a second quote from Daryn Steekle. She is looking to take the wall down and possibly replace it with landscaping.

Trustee Binders

Each Trustee was provided a binder with several important documents including a newsletter, the history and mission of the Library, Open Meetings Act questions and answers, a simplified version of Roberts Rules, the responsibilities of Trustees, the new Library Standards, Trustee Facts File, and a glossary. This manual will help the members gain crucial knowledge about the standards for libraries and trustees.

Schaub will be sending out all policies digitally for Trustees to view.

IX. MANAGEMENT REPORTS

Schaub reviewed monthly statistics and insights from the Adult, Circulation, and Youth managers' reports.

X. NEW BUSINESS

Circulation Policy Updates

Language has been updated in the Library Cards Section regarding temporary residency cards, City of Freeport staff cards, and acceptable forms of ID.

Kaufman would like to know how many new patrons are not coming back to the Library after signing up for a Library card. Evon suggested 3 months and then another 3 months. Schaub advocated for the 6 and 3 months to give patrons ample time to return the postcard and unlock full library card privileges.

(KRAMER/REYNOLDS) Motion to approve the changes made to the Circulation Policy.
6 in favor/0 opposed. Motion carries.

Snow Removal Agreement

Schaub presented an outline of expectations in the case that the City or other contractors will provide snow removal for the Library.

Evon suggested adding an exit clause to all contract agreements. The Trustees discussed the need to go to bid for snow removal and lawncare.

XI. DISCUSSION (cont.)

Evon brought up the Trustees' fiduciary responsibility to the facility. He suggested adding a line item for physical plant replacement cost to prepare for the future of the Library as part of the upcoming budget process. Schaub spoke to City Finance last week about this issue. Evon strongly suggested that we learn the potential lifespan on the building to know what percent of the budget to set aside.

Evon also brought up last night's City Council meeting, specifically the topic of parental control over the youth collection items. He recommended educating the community on the Collection Development policy and library law to take pressure off some of these issues. Kaufman agreed, but also mentioned that the policy is public information and it is always available on the Library's website.

Evon and other board members have agreed it should be more widely known that the collection development policy states it is up to a parent to supervise what media their child consumes, and the updated unattended child policy. Both of those policies were updated in July 2026 and approved in August 2026.

XII. ADJOURNMENT

(BUTLER/REYNOLDS) Motion to adjourn at 7:15pm.
6 in favor/0 opposed. Motion carries.

Submitted by Ky Eckert