

FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
DECEMBER 10, 2025

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on Wednesday, December 10th, 2025. Board President Mary Kaufman presided and called the meeting to order at 6:02pm.

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:

Alan Greene, Mary Kaufman, Roger Schulz, Michelle Swalve

Trustees Absent:

Tasha Mazique, Lucas Kramer, Al Evon, Julie Reynolds, Betty Butler (speaker phone)

Also present, Interim Director Amanda Meyers and Ky Eckert acting as the Recording Secretary.

Due to the lack of quorum this is an informal meeting and no motions can be passed.

II. CHANGES/CORRECTIONS TO THE AGENDA

None.

III. QUESTIONS OR COMMENTS FROM THE PUBLIC/MEDIA

None.

IV. APPROVAL OF MINUTES

The board reviewed the November meeting minutes, and Kaufman made note of an error. Approval tabled to next meeting.

V. FINANCIAL REPORT

Kaufman reviewed the financial report. The report shows that the Library spent less than what was planned, and the fiscal activity is lower than budgeted. The Library also received slightly more in revenue than what was budgeted for in income. Approval tabled to next meeting.

VI. PRESIDENT'S REPORT

Director Search Update

Meyers forwarded an update to Kaufman from Dieters & Todd. They met with the board and staff and created an ad that was posted on several platforms November 17th. December 12th is the deadline for applications, and the consultants reported already receiving resumes. They will be conducting phone interviews next week. They are looking to schedule the zoom interviews the week of January 5th. Kaufman will follow up with them. Final interviews will be either Saturday, Jan 17th or 24th, which is a week earlier than expected. Staff, HR Manager, and Mayor Miller are to be included on that date.

VII. INTERIM DIRECTOR'S REPORT

Meyers reviewed her report, and discussed her experience as Interim Director in the past month.

Administration

Meyers spoke on her progress with the Per Capita Grant application and other regular duties of the Director (timesheets, accounts payable, checking in with staff, etc.). She mentioned that Ky Eckert has been a huge help and they make a great team.

Facilities

Meyers informed the Board of the Community Foundation of Northern Illinois grant for Huffines's "Refresh Meeting Room Furniture" proposal. The library has been awarded \$5,750.00 which will be put toward new chairs in the meeting room. All of the managers are very excited to get new chairs that will be lighter (but still sturdy) and easy to clean. Meyers also spoke about progress in the Teen Space. She reported that she would like to have the space ready for teen use no later than March 1. She is also on the search for new tables to purchase for the Youth Program Room. The fire department came through for our annual inspection. The only problem they noted was the several ceiling tiles that have fallen throughout the building due to HVAC or roof leaks. Eckert reached out to our handyman to have them all replaced.

Finance

The Levy was approved by the City Council on December 1 by a vote of 7-1. No discussion at either reading.

Meyers also reviewed her meetings for the month of November which included City Council, Department Head Meetings, and Joint Review Board for City of Freeport and Lamm Road TIF Districts.

The Board received an email from the President/Mayor of Rock City, Nicole Alber. She was looking to reach a cooperative agreement with FPL so they can have library cards at no cost as Rock City doesn't have a library. After reviewing Illinois library law, the Board agreed that unfortunately this partnership is not feasible.

Meyers also discussed Director & Officer insurance with the board, as it expires in February 2026. The auto-renewal price is \$6,000. She will continue to look for a lower expense option, if possible.

Cafe Letter

The owner of Full Circle Cafe and Collective sent a letter to the Board notifying them of her non-renewal of the lease. The last day of operation will be December 20th, 2025 from 10-1. She will be cleaned out and keys turned in December 30th. The Board confirmed that any equipment left from previous tenants is Library property, as a municipality. The board denied her request to leave the coffee maker and take the soup crocks.

VIII. MANAGEMENT REPORTS

Adult Services/ Tech Services

Meyers reviewed the AS programming and other statistics for November.

Circulation

Meyers touched on new patron statistics from the Circulation report.

Youth Services

Meyers reviewed statistics for the Pumpkin Contest; 471 votes for youth, 222 votes for teens. She also mentioned testing out a new distributor, Follette, and her partnership with FHN to set up the Festival of Trees.

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

Per Capita Grant

Meyers reviewed the checklist for the Per Capita Grant 2025. The State has restructured the grant for this year. The minimum requirements for the Per Capita Grant guarantee the funds. There are also intermediate and advanced criteria as well. Meyers discussed the check marked items and follow up steps with the Board. Meyers mentioned it will be helpful for the new Director to see what we have accomplished and what improvements can be made based on this application and checklist. The board discussed where the Equalization Aid Grant will be spent. Huffines's suggestion was to apply those funds to generic facilities and technology upgrades. The Equalization Aid Grant is awarded two years. The board voiced their trust in Meyer's decision making on that matter.

Holiday Closure

The library is looking to close the library on December 31st at 5pm. The board discussed scheduling a special meeting to vote on this.

XI. EXECUTIVE SESSION

Tabled to the next meeting.

XII. DISCUSSION

None.

XIII. ADJOURNMENT

Meeting adjourned at 6:32pm.

Submitted by Ky Eckert