

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 8th, 2025 – 6:00 pm**

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**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on Wednesday, January 8th, 2025. 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.***

**Members Present:**

Al Evon, Alan Greene, Mary Kaufman, RoseMarie Brubaker, Betty Butler

**Members Absent:**

Lucas Kramer, Tasha Mazique, Julie Reynolds, Renne Barr (Resigned 1/8/25)

Also present, Executive Director Ashley Huffines and Kya Eckert acting as the Recording Secretary.

**II. CHANGES/CORRECTIONS TO THE AGENDA**

None.

**III. QUESTIONS OR COMMENTS FROM THE PUBLIC/MEDIA**

None.

**IV. APPROVAL OF MINUTES**

(Greene/Evon) Motion to approve the December 11th, 2024 meeting minutes.  
5 in favor/0 opposed. Motion carries.

**V. FINANCIAL REPORT**

Huffines reviewed the December financial reports in Kramer's absence. The budget report for December 2024 serves as a draft reflecting how the year ended. This week, the library officially received the expected foundation check for \$45,000.

The report indicates a shortfall in the personal property replacement tax; however, the finance department did not charge the usual \$25,000 from the library. The reappropriation process went smoothly, and any remaining discrepancies are minimal, with a favorable overall expense total for fiscal activity. Evon asked about auditing, and Huffines confirmed that the city conducts financial audits, noting that the library has never received any negative remarks during her tenure.

(Green/Brubaker) Motion to approve the December 11th, 2024 finance reports.  
5 in favor/0 opposed. Motion carries.

**VI. PRESIDENT'S REPORT**

Kaufman mentioned the Kiwanis club looking to do a bookmobile fundraiser for the library foundation, commented on positive comments on the library's Facebook, feedback from the community of social media and newsletter, and success from Life Size Candyland. Excitement from the new cafe tenants as well. Spoke about their mission for sustainability.

## **VII. DIRECTOR'S REPORT**

### **Administration**

Huffines spoke about the money received from the Foundation, which was used for Summer Reading and carpet repairs in 2024.

In preparation for going Fine Free, the staff is starting training this week on the new circulation policy and procedure. The Communications Director has a spot for the library about going fine-free on the front page of the city newsletter. Greene mentioned that February is normally when the library would receive Food for Fines. The board discussed replacing this initiative with a regular food drive, and Evon brought up combining it with a program or event.

Huffines spoke about the One Book One Freeport book release, going Fine Free, the Museum Exhibit through the GFP and Lincoln Douglas Society March 6 - April 5, the Cafe opening, and more! Due to the abundance of items happening this winter and spring, she communicated her hopes to work with the team to find an alternative for the food drive later in the year.

Eckert reviewed the Newsletter and Facebook Stats Report for 2024.

Evon asked about the foundation's appeal and the total amount raised. They decide how much money to give based on how much they have in their accounts, the required payments to the state, and the library's needs. Kaufman thanked the administration team for their work with the Foundation. The board talked about their relationship with the foundation, their fundraising efforts, and the bookmobile project.

Cafe: Full Circle Cafe & Collective is scheduled to soft open in the next couple of weeks. Owners Kate and Amera are doing an excellent job with their social media marketing, so be sure to follow them on Facebook. Progress is going well, and we expect a very positive response from the community. They are replacing the counter in the back with a stainless steel table and have painted the walls to create a cohesive look with the library.

Huffines reviewed her meetings and outreach for December.

Current projects include the CIP/Facilities plan, and updating website design and accessibility,

## **VIII. MANAGEMENT REPORTS**

### **Adult Services/ Tech Services**

Huffines reviewed strong adult program attendance, outreach, and notarizations.

### **Circulation**

Circulation numbers have gone down slightly again. The library is closed for more days in December, which affects these numbers. School schedules and travel can impact library traffic as well. Huffines mentioned that some libraries are ending their contracts with the digital service Hoopla because of pricing, but she confirmed that FPL will keep using it. Hoopla has a great collection that helps boost our circulation numbers.

### **Youth Services**

The Youth Librarian attended the annual book sale in Madison WI. She purchased 500 books and saved thousands of dollars on collection items! They had wonderful attendance for both teen and youth New Year's Eve parties! Huffines reviewed Meyers programs, partnership events, field trips, and end-of-year statistics for 2024.

## **IX. UNFINISHED BUSINESS**

None.

## **X. NEW BUSINESS**

## **Circulation Policy**

This policy has been updated to show that our library is now fine-free. Huffines went over the changes to the original policy.

Evon asked about the rules for minors checking out materials. Huffines clarified that it is the parent's or guardian's job to keep an eye on their child's account, not the library staff's.

Evon also wanted to know about what counts as school ID and how we verify homeschooled children. Huffines explained the process saying we require a guardian to be present for a child to get a library card and can verify information that way.

(Brubaker/Greene) Motion to approve the New Circulation policy as presented.  
5 in favor/0 opposed. Motion carries.

## **XI. EXECUTIVE SESSION**

(Greene/Butler) Motion to enter executive session at 6:47pm.  
5 in favor/0 opposed. Motion carries.

*Pursuant to 5ILCS 20/2 (c) 1 the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.*

## **XII. ACTION OUTSIDE OF EXECUTIVE SESSION**

(Evon/Greene) Motion to approve the discussed job description with the caveat of a compensation change to be addressed at the next meeting.  
5 in favor/0 opposed. Motion carries.

## **XIII. DISCUSSION**

None.

## **XIV. ADJOURNMENT**

(Evon/Butler) Motion to adjourn the meeting at 7:00pm.  
5 in favor/0 opposed. Motion carries.

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Submitted by Kya Eckert