

FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 11, 2026

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on Wednesday, March 11th, 2026. Board President Mary Kaufman presided and called the meeting to order at 6:00pm.

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, Alan Greene, Mary Kaufman, Julie Reynolds, Roger Schulz, Michelle Swalve

Trustees Absent

Tasha Mazique, Lucas Kramer

Also present, Executive Director Emily Schaub and Ky Eckert acting as the Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

(Schulz, Reynolds) A motion to add Helm Proposal for HVAC Repair and Approval of updated Public Code of Conduct to New Business.

7 in favor/0 opposed. Motion carries.

III. QUESTIONS OR COMMENTS FROM THE PUBLIC/MEDIA

None.

IV. APPROVAL OF MINUTES

(Reynolds, Evon) Motion to approve Regular Meeting Minutes from February 11th, 2026.

7 in favor/0 opposed. Motion carries.

V. FINANCIAL REPORT

(Schulz/Greene) Motion to approve the February 2026 Financial Report.

7 in favor/0 opposed. Motion carries.

VI. PRESIDENT'S REPORT

Kaufman spoke briefly about the interim and welcomed Executive Director Emily Schaub.

VII. DIRECTOR'S REPORT

Administration

Schaub reported on her first three weeks at FPL. She filled the board in on the progress with getting the Library back up to fully staffed. There have been 2 part-time clerks hired, and in the final stages of hiring for the full-time clerk 5 position.

She confirmed that the ILPAR report was submitted the first week of March. She also reported on several facilities projects in progress. Schaub received a complaint regarding the button for the automatic doors on the Douglas entrance and she is working on getting the button moved closer to the door to improve accessibility.

She spoke about her several meetings with staff, managers, networking groups and community partners and her ideas for more local partnerships with organizations.

VIII. MANAGEMENT REPORTS

Schaub reviewed statistics for each Library department and shared highlights with the Board. She also shared online resources statistics and study room and meeting room usage.

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

Public Code of Conduct

The board reviewed the updates to the policy and approved the proposed changes.

(Schulz/Greene) Motion to accept the proposed updates to the Public Code of Conduct policy.
7 in favor/0 opposed. Motion carries.

Helm Proposal

The Board reviewed the proposal for the HVAC Repair. The proposal covers the repair of leaks on RTU Circuit 3 and Replacing TXV and Filter Drier for \$8,474.00.

(Greene/Schulz) Motion to accept the HVAC Repair Proposal.
7 in favor/0 opposed. Motion carries.

XI. DISCUSSION

Schaub shared her letter to Rep. John Cabello, urging him to include library funding in next year's federal budget.

XII. ADJOURNMENT

(Schulz/Greene) Motion to adjourn the meeting at 6:46pm.
7 in favor/0 opposed. Motion carries.

Submitted by Ky Eckert