

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 14, 2018 – 6:00 p.m.**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library's Boardroom on March 14, 2018. President Jim Ferrar presided and called the meeting to order at 6:00 p.m.

Members Present:     Jim Ferrar                     Jim Bielien  
                               Larry Pittsley                 Barb Green  
                               Jennie DeVine                 Scott Haugh

Members Absent:     Nita White, Liz Gridley, Rebecca Quiggle

Also present were Executive Director Emily Klonicki, Head of Adult Services Laura Keyes, Circulation and Outreach Coordinator Geoff Graham and Youth Services Supervisor Anna Doyle.

Connie Hoffman acted as Recording Secretary.

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

**III. QUESTIONS/COMMENTS - PUBLIC/MEDIA**

**IV. APPROVAL OF MINUTES**

Scott Haugh moved and Barb Green seconded to approve the regular minutes of the February 21, 2018 Board of Trustees meeting. The motion carried.

**V. FINANCIAL REPORT**

Barb Green moved and Scott Haugh seconded to accept the accompanying Financial Reports for February 2018. Motion carried.

**VI. DIRECTOR'S REPORT**

Board President Jim Ferrar made the comment to the rest of the board that Executive Director Emily Klonicki has completed many tasks in her short tenure at the Freeport Public Library.

**VII. MANAGEMENT REPORTS**

Head of Adult Services Laura Keyes updated the board on the Living History Series and the upcoming Lincoln Conference.

Youth Services Supervisor Anna Doyle told the board of the Money Smart Week coming up in April.

Circulation and Outreach Coordinator Geoff Graham mentioned to the board of his recent HCC Leadership Institute class. Executive Director Emily Klonicki told the the board of a positive comment she heard from a member of the public about the help they received from Geoff.

#### **VIII. COMMITTEE REPORTS**

- A. Administrative Committee: no report
- B. Finance Committee: no report
- C. Building and Grounds Committee: no report

#### **IX. UNFINISHED BUSINESS**

- A. Policy Review
  - a. Borrowing Guildelines: Scott Haugh moved and Jim Bielen seconded to accept the updated Borrowing Guidelines Policy. Motion carried.
  - b. Patron Conduct Policy: Scott Haugh moved and Barb Green seconded to accept the updated Patron Conduct Policy. Motion carried.
  - c. Safe Child Policy: Jim Bielen moved and Jennie DeVine seconded to accept the updated Safe Child Policy.

#### **X. NEW BUSINESS**

- A. Guyer CD: Scott Haugh moved and Barb Green seconded to redeem the \$2500 CD at Fifth/Third bank when it matures in October 2018 and deposit the proceeds in the general operating fund. Motion carried. Scott Haugh moved and Jim Bielen seconded to redeem four series EE bonds which have already matured and the proceeds to be transferred to the general operating fund.
- B. Recommendation for re-investment of reserve funds: Executive Director Konicki explained the re-investment of the reserve funds into a tiered investment plan as stated in her director's report. Scott Haugh moved and Jim Bielen seconded to invest the reserve funds per the director's report into the five-year step program located at the State Bank. Motion carried.
- C. Meeting Room Policy: Board members discussed the possibility of charging for meeting room use. This item was tabled until next month.
- D. Proposal to lease office space in the library: Director Executive Klonicki explained the idea of leasing part of some unused library space for additional revenue. Discussion followed.
- E. Library Café: Executive Director Klonicki made copies of the new café proposal to the board members. Discussion followed. Larry Pittsley moved and Scott Haugh seconded to accept the proposal as presented. Motion carried.
- F. Fiscal Year 2019 Operating Budget Draft: Larry Pittsley moved and Jim Bielen seconded to accept the operating budget taking out the meeting room fees and office space income.

**XI. REVIEW OF EXECUTIVE SESSIONS MINUTES**

Barb Green moved and Scott Haugh seconded to take the accompanying list of Executive sessions and move into the public session.

**XII. ACTION IN RESPECT TO EXECUTIVE SESSION**

**XIII. DISCUSSION**

Executive Director Klonicki told the board that Freeport Police Department will be doing some S.W.A.T. training on April 20 during closing hours.

Board member Larry Pittlsey told the board of his new personal venture with American Garage Art and their intentions to have training classes to help the public obtain employment.

**XIV. ADJOURNMENT**

Meeting was adjourned at 7:42 p.m.

---

Submitted by Connie Hoffman