

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 12, 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 September 12, 2018. President Jim Ferrar presided and called the meeting to order at 6:00 p.m.

Members Present:	Jim Bienlien	Nan McMurray	Nita White
	Rebecca Quiggle	Jim Ferrar	Jennie DeVine
	Gwen Crow	Sue Bukas	Larry Pittsley

Also present were Executive Director Emily Klonicki and Youth Services Amanda Meyers, Circulation and Outreach Coordinator Geoff Graham, and Former Adult Services Supervisor Pat Vorwald.

Connie Hoffman acted as Recording Secretary.

President Jim Ferrar clarified the definition of the "Open Meetings Act" with all board members.

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

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

Merry Blake, a member of the public spoke to the board giving the idea of placing not only a national motto plaque inside the library, but one that states our state motto and the city motto as well. Director Emily Klonicki read one of three copies of the same letter that she had received in the mail from Pastor Steve Cassell of Beloved Church of Lena, Illinois. Each letter included a petition that was signed supporting the placement of the national motto on other city buildings.

**IV. APPROVAL OF MINUTES**

- A. Nita White moved and Jim Bienlien seconded to approve the revised regular minutes of the July 11, 2018 Board of Trustees meeting. Motion carried.
- B. Rebecca Quiggle moved and Nan McMurray seconded to approve the regular minutes of the August 15, 2018 Board of Trustees meeting. Motion carried.

**V. FINANCIAL REPORT**

President Jim Ferrar explained how to read both the balance sheet and the budget comparison analysis financial reports. Rebecca Quiggle moved and Nan McMurray seconded to accept the accompanying Financial Reports for August 2018. Motion carried.

**VI. DIRECTOR'S REPORT**

Executive Director Emily Klonicki touched on several items in her written report including the following:

- Pay It Forward non-resident card program
- HVAC problems
- Personnel changes: Made an offer for the Adult Services Supervisor and she has accepted the position. She will begin October 16. She told the board of her own resignation and the acceptance of a new position at another library. Her last day will be October 4.
- Notary Public service will soon be offered as all managers will become Notary Publics.
- CPR training for all managers has been scheduled.
- Homelessness training for all staff.
- Website content is almost completed.
- Library Market (Room Reservation portion of website) is scheduled)
- Youth Services remodel project is underway after meeting with an artist/designer and builder
- New website to launch at the end of October
- Energy Assessment done

## **VII. MANAGEMENT REPORTS**

Youth Services Supervisor Amanda Meyers told that board that although the renovation in her department has not begun that she is busy preparing by moving the collection around and taking down shelves that will make space for the exploration area. She has also been spending time bringing the collection up to date. She started a new program called Baby Storytime on Monday mornings.

Circulation and Outreach Coordinator Geoff Graham told that board that his department is finally getting back to a regular schedule after summer reading and the absence of a full-time employee for almost two months. Also he has had a turnover in his volunteers.

President Jim Ferrar introduced the board members to former Adult Services Supervisor and last year's Interim Director Pat Vorwald who has agreed to be the part-time interim director after Emily's departure in October.

## **VIII. COMMITTEE REPORTS**

- A. **Administrative Committee:** no report
- B. **Finance Committee:** no report
- C. **Building and Grounds Committee:** The Building and Grounds committee will meet on Monday, September 17 at 5:30 pm in the library boardroom.

## **IX. UNFINISHED BUSINESS**

## **XI. NEW BUSINESS**

- A. **Policy Revision- Borrowing Guidelines:** Gwen Crow made the motion and Rebecca Quiggle seconded to amend the policy to allow a non-resident who owns or leases property that is taxed for library service to be eligible for a library card, in accordance with updated legislation P.A. 100-0875. Motion carried.

- B. Library Foundation Investment of Clock Donation Review:** President Jim Ferrar passed out and explained a sheet showing the investment plan for the Clock bequest held by the Freeport Public Library Foundation. The board discussed the funds and agreed to watch how they perform over the next months.
- C. Residency Requirement for New Director:** The board had a short discussion about the residency requirement for a new director, but decided they would discuss in coordination with salary scale later in the meeting.
- D. October Board Meeting Date:** Nita White made the motion and Rebecca Quiggle seconded to move the October Board Meeting back to Wednesday, October 10, 2018. Motion carried.

**XI. EXECUTIVE SESSION**

**EXECUTIVE SESSION FOR THE PURPOSES OF THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DIMISSAL OF A SPECIFIC EMPLOYEE OR LEGAL COUNSEL FOR THE PUBLIC BODY LAWFULLY CLOSED UNDER THE ILLINOIS OPEN MEETINGS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06 OF THE ILLINOIS OPEN MEETINGS ACT, AS AUTHORIZED BY SECTION 2(c)(21) OF THE ILLINOIS OPEN MEETINGS ACT, CODIFIED AT 5 ILCS 120/2(c)(21).**

Rebecca Quiggle moved and Nita White seconded a motion to go into executive session. The motion carried with a roll call vote. Ferrar-Y, Bienlien-Y, White-Y, Crow-Y, Bukas-Y, Quiggle-Y, Pittsley-Y, DeVine-Y, McMurray-Y.

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

Nita White made the motion and Rebecca Quiggle seconded to offer the new director a salary range of \$73,000-78,000 annually with the requirements of a Master’s degree in Library Science with preferred residency within the City of Freeport. Motion carried with a roll call vote. Ferrar-Y, Bienlien-Y, White-Y, Crow-Y, Bukas-Y, Quiggle-Y, Pittsley-Y, DeVine-Y, McMurray-Y.

Rebecca Quiggle made the motion and was seconded by Nan McMurray to offer the interim director an amount of \$35.00/hr for part-time employment with no benefits, and the employment will last no longer than 2-28-19. Motion carried with a roll call vote. Ferrar-Y, Bienlien-Y, White-Y, Crow-Y, Bukas-Y, Quiggle-Y, Pittsley-Y, DeVine-Y, McMurray-Y.

**XIII. DISCUSSION**

**XIV. ADJOURNMENT**

Rebecca Quiggle moved to adjourn and Larry Pittsley seconded. Motion carried.

Meeting was adjourned at 8:28 p.m.

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Submitted by Connie Hoffman