

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

Members Present: Nan McMurray Nita White Gwen Crow
 Jim Ferrar Jim Bienlien Rebecca Quiggle

Members Absent: Larry Pittsley, Sue Bukas

Also present were Executive Director Ashley Huffines, Youth Services Amanda Meyers, and Adult Services Supervisor Dianne Ludwig.

Connie Hoffman acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

Rebecca Quiggle made the motion and Nita White seconded to allow the agenda to be changed to add the approval of the Executive Session Minutes of November 13, 2018.

III. QUESTIONS/COMMENTS - PUBLIC/MEDIA

IV. APPROVAL OF MINUTES

- A. Regular Meeting: Nan McMurray moved and Nita White seconded to approve the regular minutes of the November 13, 2018. Motion carried.
- B. Executive Session: Gwen Crow moved and Jim Bienlien seconded to approve the Executive Session minutes of November 13, 2018. Motion carried.

V. FINANCIAL REPORT

Rebecca Quiggle moved and Jennie DeVine seconded to accept the accompanying Financial Reports for November 2018. Motion carried.

VI. PRESIDENT'S REPORT

President Jim Ferrar spoke of the valuable training that he took for the Per Capita Grant board requirement. He told that board that he is scheduling a Finance Committee Meeting for Tuesday, February 12 at 1:00 p.m. to review the budget for the upcoming fiscal year. President Ferrar went over the Executive Director's expectations with the rest of the board. Nita White moved and Rebecca Quiggle seconded to accept the expectations given. Motion carried.

VII. DIRECTOR'S REPORT

Executive Director Ashley Huffines touched on all the points of her written report which included recent donations, Per Capita Grant completion, new services on the website and internal procedural manual that she is working on for the future.

VIII. MANAGEMENT REPORTS

Adult Supervisor Dianne Ludwig informed the board that she is wrapping up the marketing requirements for the NEA Big Read this week and briefly mentioned the American History Lecture series which begins in January.

Youth Services Supervisor Amanda Meyers told that board she has settled into a regular schedule with outreach to the schools and other organizations.

IX. COMMITTEE REPORTS

X. UNFINISHED BUSINESS

- A. Board Member Completion of Training for Per Capita Grant Requirements: Executive Director Ashley Huffines reported that even though all of the board members have not completed the training we had enough to meet the grant requirements.

XI. NEW BUSINESS

- A. Freeport Public Library 2019 Calendar of the Board of Trustees Meetings: Rebecca Quiggle and Nan McMurray made the motion to accept the dates for the meeting. Motion carried.
- B. Collection Development Policy: Executive Director went over the updated policy with the board. Jim Bienlien made the motion and Rebecca Quiggle to accept the collection policy as presented. Motion carried.
- C. Staff Appreciation Party: Board President Jim Ferrar discussed the staff having an appreciation party in January. The Board requested that all staff appreciation efforts be associated with all staff meetings.
- D. Levy and Assessment of Taxes for the Fiscal Year Beginning May 1, 2018, and Ending April 30, 2019, for the Public Library of City of Freeport, County of Stephenson and State of Illinois. Executive Director presented the current tax levy numbers that will be given to the City. Rebecca Quiggle moved and Nita White seconded to accept the levy percentages. Motion carried.

XIV. DISCUSSION

Board member Jim Bienlien commented to Adult Supervisor Dianne Ludwig that he liked the graphics used in her board report.

XV. ADJOURNMENT

Meeting was adjourned at 7:08 p.m.

Submitted by Connie Hoffman

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Board of Trustees
December 12, 2018