

**FREEMPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 9, 2019 – 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 January 9, 2019. President Jim Ferrar presided and called the meeting to order at 6:00 p.m.

Members Present:     Nan McMurray             Sue Bukas             Gwen Crow  
                              Jim Ferrar                 Jim Bienlien           Rebecca Quiggle

Members Absent:     Larry Pittsley, Nita White, Jennie DeVine

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**

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

**IV. APPROVAL OF MINUTES**

- A. Regular Meeting: Rebecca Quiggle moved and Nan McMurray seconded to approve the regular minutes of the December 12, 2018. Motion carried.

**V. FINANCIAL REPORT**

Gwen Crow moved and Nan McMurray seconded to accept the accompanying Financial Reports for December 2018. Motion carried.

**VI. PRESIDENT'S REPORT**

President Jim Ferrar informed the board of three savings bonds that can be redeemed. Gwen Crow moved and Rebecca Quiggle seconded to authorize the City of Freeport to redeem the three savings bonds and to deposit the proceeds in the account of 13-00-111. Motion carried.

**VII. DIRECTOR'S REPORT**

Executive Director Ashley Huffines thanked the board for their generosity to the staff by giving each one a gift card. Director Huffines gave all board members of a copy of a capital improvement plan for the next five years. She also told the board of her successful all staff meeting which occurred that same morning. At the meeting she handed out written expectations and check lists for all staff members, as well as cash flow sheets to keep track of the cash flow of fines and fees. Director Huffines told the board that she was going to be assigning the managers a rotation schedule to attend board meetings. They are all so busy and thought it would help to alleviate the pressure of having to attend all the board meetings.

### **VIII. MANAGEMENT REPORTS**

Adult Supervisor Dianne Ludwig told the board that the NEA Big Read book announcement was this Friday, January 11 and the kick-off event will be Saturday, February 11. At the kick-off there will be a Hmong Group of dancers coming from the Elgin area. She informed that she recently had to put the DVD collection into cases to protect them from disappearing from the library. Adult Supervisor Ludwig also reminded the board that the next lecture series was the following night, January 10.

Youth Services Supervisor Amanda Meyers mentioned how busy the month of December was in the YS Department with Santa visiting three times every week. She told the board of some of her programs including the Elf on the Shelf during the holiday month. She is currently trying to weed the non-fiction part of the collection, and that she has already begun planning for Summer Reading 2019. She brought the board up to date with the Children's Exploration Area which is going to be put up February 16-18, and the Grand Opening for the area will tentatively be Saturday, March 2.

### **IX. COMMITTEE REPORTS**

- A. Building and Grounds Committee: A Building and Grounds Committee meeting will be held on Tuesday, February 22 at 10:00 a.m.

### **X. UNFINISHED BUSINESS**

- A. Staff Appreciation Efforts: President Ferrar told the board members that a \$15 gift card to Walmart was given to each and every employee at the library. He thanked those board members who gave money to help make this happen. He also told the board that he would be giving Ashley extra money to help pay for the staff appreciation dinner to be held on January 25.
- B. History Series Lectures: President Ferrar reminded the board of the lecture series, of which there were six more lectures in the upcoming weeks.

### **XI. NEW BUSINESS**

- A. FY20 Budget Preparations: Finance Committee Meeting has been planned.
- B. Building and Grounds Committee Meeting Planning: In light of the Capital Improvement plan given by Executive Director Huffines, a Building and Grounds Committee will need to meet to go over the plan.

### **XIV. DISCUSSION**

### **XV. ADJOURNMENT**

Meeting was adjourned at 6:45 p.m.

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Submitted by Connie Hoffman