

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
June 12, 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 June 12, 2019. President Rebecca Quiggle presided and called the meeting to order at 6:00 p.m.

Members Present:	Nan McMurray	Kelly Chesney	Gwen Crow
	Jim Ferrar	Jim Bienlien	Rebecca Quiggle
	Nita White	Lucas Kramer	Renee Barr

Also present were Executive Director Ashley Huffines and Youth Services Supervisor Amanda Meyers.

Connie Hoffman acted as Recording Secretary.

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

Jennie DeVine made the motion and Kelly Chesney seconded to change the agenda to add the following:

- A. Discussion and vote to use Capital Equipment Funds.
- B. Discussion and vote to redeem matured Savings Bonds.

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

**IV. WELCOME NEW APPOINTED BOARD TRUSTEES**

President Rebecca Quiggle introduced two new board members Lucas Kramer and Renee Barr. Both new members told the board a little bit about themselves.

**V. APPROVAL OF MINUTES**

- A. Regular Meeting: Nan McMurray moved and Gwen Crow seconded to approve the regular minutes of the May 8, 2019 meeting. Motion carried.

**VI. FINANCIAL REPORT**

Gwen Crow moved and Jim Ferrar seconded to accept the accompanying Financial Reports for May 2019. Motion carried. A snapshot version of the financial statement was given to all board members and will continue to do so in the months ahead.

**VII. PRESIDENT'S REPORT**

President Rebecca Quiggle told the board that she met with Executive Director Ashley Huffines to discuss the financial report.

### **VIII. DIRECTOR'S REPORT**

Executive Director Ashley Huffines informed the board that the staff has been preparing for Summer Reading that started on Saturday, June 8. She told the board that she has been working with Computer Dynamics to get quotes for some new equipment and has recently hired a full-time position for the Interlibrary Loan Clerk position. She touched on outreach and involvement in the community events, that can be found on her monthly report.

### **IX. MANAGEMENT REPORTS**

Executive Director Ashley Huffines touched on the highlights of each of the reports for Adult Services Supervisor Dianne Ludwig and Circulation and Outreach Coordinator Geoff Graham.

Youth Services Supervisor Amanda Meyers reported to the board that she spent May visiting schools in the community to promote Summer Reading. She was happy to announce that on Saturday, June 8, she had 132 children sign-up for Summer Reading, and as of the board meeting she had 312 children who had signed up for the program.

### **X. UNFINISHED BUSINESS**

### **XI. COMMITTEE REPORTS**

- A. Update Committees Information: All board members were given the opportunity to choose the committees that they wanted to be a part of.

### **XII. NEW BUSINESS**

- A. Illinois Funds Account Closure and Transfer:  
Nan McMurray made the motion and Gwen Crow seconded to close out the Savings Bond Fund Account 2520 and move the funds to Account 5413. Motion carried.
- B. Redeem Savings Bonds: Jim Ferrar made the motion and Kelly Chesney seconded to redeem a savings bond and put into the regular library checking account. It was mentioned that three more bonds will come due in September 2019.
- C. Non-Resident Fee: Jim Ferrar made the motion and Nan McMurray seconded to charge \$92 for a non-resident library card.
- D. Computer Update: Executive Director informed the board of the need for public and staff computers in the library, and how a purchase could be made using the Capital Equipment Fund, a fund created for this very purpose. She presented two quotes from Computer Dynamics, one for the public computers and the other for the staff computers. Jim Ferrar made the motion and Nita White seconded to use the Capital Equipment fund to purchase all new public computers. Gwen Crow made the motion and Jennie DeVine seconded to use the Capital Equipment fund to purchase all new staff computers. Motion carried.

**XIII. DISCUSSION**

Executive Director Huffines gave the board a new cell phone number that will strictly be a library work cell phone number.

**XV. ADJOURNMENT**

Meeting was adjourned at 7:03 p.m.

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Submitted by Connie Hoffman