

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 11, 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 September 11, 2019. President Rebecca Quiggle presided and called the meeting to order at 6:03 p.m.

Members Present: Nita White Kelly Chesney Lucas Kramer
 Gwen Crow Renee Barr Jennie DeVine
 Rebecca Quiggle

Members Absent: Jim Ferrar

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

Renee Barr made the motion and Jennie DeVine seconded to accept the agenda after adding the financial report to the agenda as written.

III. APPROVAL OF MINUTES

- A. Regular Meeting: Kelly Chesney moved and Lucas Kramer seconded to approve the regular minutes of the August 14, 2019 meeting. Motion carried.

- B. Finance Committee: Gwen Crow moved and Jennie DeVine seconded to approve the minutes from the August 26, 2019 Finance Committee Meeting. Motion carried.

IV. FINANCIAL REPORT

The August snapshot budget sheet was handed out to all board members.

V. PRESIDENT'S REPORT

President Quiggle read a thank you note received from the 100 Women Who Care who held their August meeting at the library.

VI. DIRECTOR'S REPORT

Executive Director Ashley Huffines covered everything in her written report. There was some discussion about the replacement of the dead trees on the property, and she will try to find a different type of tree for replacement so that the cost will be under \$1500.

Director Huffines did report that this will be board member Nita White's last board meeting. She will be moving out of Freeport, so that will disqualify her from being able to be a board member. Huffines commended Nita's contribution to the board and expressed that she will be missed.

VII. MANAGEMENT REPORTS

Youth Services Amanda Meyers reported now that summer reading is over she will return to her outreach schedule. She also told the board that she is starting two new programs and will be working on new classifications for the collection.

Executive Director Ashley Huffines touched on the highlights of the other manager's reports.

VIII. UNFINISHED BUSINESS

IX. COMMITTEE REPORTS

- A. Finance Committee: President Quiggle told the rest of the board that the committee had a two-hour committee meeting where Director Huffines went over each line of the budget by using a tool she created called Budget 101. This document describes in detail each line item of the budget and its meaning.

X. NEW BUSINESS

- A. 2020 Holiday Closure Schedule: Kelly Chesney moved and Nita White seconded to accept the 2020 Holiday Closure Schedule. Motion carried.
- B. FY2020 Board Meeting Schedule: Gwen Crow made the motion and Rebecca Quiggle seconded to accept the FY2020 Board Meeting Dates schedule and to change the November meeting date from November 11 to November 4. Motion carried.
- C. Circulating Hotspot Policy: Gwen Crow made the motion and Renee Barr seconded to accept the Circulating Hotspot Policy. Motion carried.
- D. FY2020 Budget: Director Huffines will be meeting with the city on September 12 to discuss the new FY2020 budget.

XI. DISCUSSION

XII. ADJOURNMENT

Nita White made the motion and Lucas Kramer seconded to adjourn at 7:00 p.m.

Submitted by Connie Hoffman