

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 12, 2020 – 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 February 12, 2020. President Rebecca Quiggle presided and called the meeting to order at 6:02 p.m.

Members Present: Mary Kaufman Lucas Kramer
 Gwen Crow Renee Barr Jim Ferrar
 Mark Farshtchi Rebecca Quiggle

Members Absent: Jennie DeVine

Also present, Executive Director Ashley Huffines.

Ashley Huffines acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

Motion was made by Rebecca Quiggle and seconded by Renee Barr to move the Freeport Public Library Foundation Report to item number four on the agenda. Motion carried.

III. QUESTIONS/COMMENTS PUBLIC/MEDIA

No public comment.

IV. FREEPORT PUBLIC LIBRARY FOUNDATION REPORT

Troy Lessman, Freeport Public Library Foundation Treasurer, presented a few reports to the Library trustees. He explained how the funds were received, how they are managed, and discussed the procedures for the library to receive funds. The trustees and Director Huffines thanked him for the time he spends working with the Foundation.

V. APPROVAL OF MINUTES

- A. Regular Meeting: Mark Farshtchi moved and Jim Ferrar seconded to approve the Regular minutes of the January 8, 2020 meeting. Motion carried.
- B. Special Meeting: Mark Farshtchi moved and Jim Ferrar seconded to approve the Special minutes of the January 29, 2020 meeting. Motion carried.
- C. Finance Committee Meeting: Mark Farshtchi moved and Jim Ferrar seconded to approve the Committee minutes of the February 6, 2020 meeting. Motion carried.

VI. FINANCIAL REPORT

Jim Ferrar made the motion and Gwen Crow seconded to accept the accompanying financial statements. Motion carried. Financial Secretary Mary Kaufman went through the financial statements focusing on the percentage spent for the early days of FY2020. Overall, all lines are on track.

VII. PRESIDENT'S REPORT

Rebecca Quiggle thanked Jim Ferrar for his years of time, dedication and support he volunteered for the Freeport Public Library.

VIII. DIRECTOR'S REPORT

Executive Director Ashley Huffines read through her written report. The library received \$35 in revenue from the Surplus Sale. We've moved on to starting the clean-up of all the items that did not sell.

Director Huffines explained the pipe repairs between the floors above the History Room.

Director Huffines discussed the options for alternative avenues because 80% or more of the bulbs we use at the library are not included or replaceable through the ComEd efficiency program. She explained the plan to work with our bulb supplier, Crescent Electric for bulb replacement.

Director Huffines is scheduling the replacement of the fan motor for boiler 2. Discussion about the lifetime of the blower and Director Huffines will respond with an answer after communicating with Mechanical.

Director Huffines updated on our personnel status. New Circulation and Outreach Manager, Nancy Spilotros and Lisa Paulsen resigned. We are hiring for two positions.

Director Huffines gave update on library reports: IPLAR, Per Capita Grant and the CFNIL Grant.

IX. MANAGEMENT REPORTS

No managers in attendance. Director Huffines and the trustees reviewed the managers' reports together. No specific questions were asked.

X. UNFINISHED BUSINESS

XI. COMMITTEE REPORTS

- A. Finance Committee Report given by Mary Kaufman. Mary discussed the FY2019B year-end financial report with the full board.

XII. NEW BUSINESS

XIII. DISCUSSION

Jim Ferrar thanked the board and Director Huffines for their kindness.

XIV. ADJOURNMENT

Jim Ferrar made the motion and Mary Kaufman seconded to adjourn at 7:19 p.m.

Submitted by Ashley Huffines