

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 11, 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 March 11, 2020. With the absence of both the President and Vice President, Executive Director Ashley Huffines presided and called the meeting to order at 6:04 p.m.

Members Present: Mary Kaufman Lucas Kramer
 Julie Reynolds Renee Barr
 Mark Farshtchi Alan Greene

Members Absent: Rebecca Quiggle, Rose Marie Brubaker

Also present, Executive Director Ashley Huffines.

Connie Hoffman acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

III. QUESTIONS/COMMENTS PUBLIC/MEDIA

No public comment.

IV. APPROVAL OF MINUTES

- A. Regular Meeting: Lucas Kramer moved and Mark Farshtchi seconded to approve the regular minutes of the February 12, 2020 meeting. Motion carried.

V. FINANCIAL REPORT

Lucas Kramer made the motion and Renee Barr seconded to accept the accompanying financial statements. Motion carried. Financial Secretary Mary Kaufman went through the financial statements. Executive Director Ashley Huffines explained that property taxes will stay on the same schedule and that most funds won't be seen in our budget until June.

VI. PRESIDENT'S REPORT

No President's report.

VII. DIRECTOR'S REPORT

Executive Director Ashley Huffines read through a Pandemic Preparedness Plan that she wrote for the library. Director Huffines read through the rest of her report, touching on surplus sale, lighting project and HVAC motor repair.

After discussing the ComEd efficiency program results last month, Director Huffines asked the board if they wanted to take advantage of the bulbs that are included in the program at no cost to the library. The board agreed that although disappointed that more bulbs weren't going to be included in the program that they should at least take advantage of the ones that were included.

With the incoming of three new board members Director Huffines asked the board about their preference to having Committee Meetings or to just go over everything during a regular board meeting. The board agreed to have committee meetings an hour before the regularly scheduled board meetings on the second Wednesday of the month.

It was also during this time that everyone introduced themselves to the new board members, and new board members Alan Greene and Julie Reynolds were introduced and welcomed.

Director Huffines handed out a summarized report of the Public Library Association National Conference in Nashville, TN that she attended along with Adult Services Manager Dianne Ludwig.

VIII. MANAGEMENT REPORTS

No managers were in attendance. Director Huffines went through each of the managers' reports.

IX. UNFINISHED BUSINESS

X. COMMITTEE REPORTS

XI. NEW BUSINESS

- A. City of Freeport Employee Handbook: Adoption of a revised edition of the City of Freeport Employee Handbook: Mary Kaufman moved and Lucas Kramer seconded to accept the revised edition of the City of Freeport Employee Handbook.

XII. DISCUSSION

XIII. ADJOURNMENT

Alan Greene made the motion and Julie Reynolds seconded to adjourn at 6:59 p.m.

Submitted by Connie Hoffman