

**FREERPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 5, 2020 – 6:00 p.m.**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Council Chambers at City Hall on May 5, 2020. With the absence of both the President and Vice President, Executive Director Ashley Huffines presided and called the meeting to order at 6:00 p.m.

Members Present:	Mary Kaufman (virtual)	Lucas Kramer (virtual)
	Julie Reynolds (virtual)	Renee Barr
	Mark Farshtchi	Rebecca Quiggle (virtual)
	Rose Marie Brubaker	Lou Ann Staumbaugh (virtual)

Also present, Executive Director Ashley Huffines.

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

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

No public comment.

**IV. APPROVAL OF MINUTES**

- A. Regular Meeting and Special 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 be late. Rebecca Quiggle clarified that they will be later than July. Director Huffines explained how communications from the County are not timely and she will do her best to try to get an update. Mary Kaufman and Director Huffines clarified a revenue for miscellaneous local sources is budgeted for less than what we might receive, versus more than we might receive. This helps to prevent any shortfalls at the end of the fiscal year. Periodicals are a one time a year purchase.

**VI. PRESIDENT'S REPORT**

No President's report.

**VII. DIRECTOR'S REPORT**

Executive Director Ashley Huffines read through her report, touching on a transfer of funds from an account that is closing, safety reopening procedures, digital access to materials, projects worked on throughout the closure, and HVAC repairs. Discussion was had on the following:

- Closure of the account will transfer \$83,000 into our general fund from our special reserves. Depending on any shortfalls we see in our revenue based on property taxes, we will transfer what we are able to transfer back to the reserve funds.
  - These funds are not revenue funds that we have on the working budget
  - These are funds seen on our balance sheet: 13-00-117.3
- Use of digital resources is up 50%
- HVAC repairs for updated software to run the thermostats: \$20,000
  - Board requests we ask the Freeport Public Library Foundation to support this purchase. Director Huffines will connect with the Board and keep us updated.
- Safely Reopen for Patrons and Staff:
  - Automatic Faucets in all bathrooms
  - Hands Free Soap Dispensers
  - Hand Sanitizing Stations
    - There should not be any harm to materials, because we already have sanitizer at all of our reference desks.

### **VIII. MANAGEMENT REPORTS**

All manager reports were included in the Director's Report.

### **IX. UNFINISHED BUSINESS**

None

### **X. COMMITTEE REPORTS**

None

### **XI. NEW BUSINESS**

- A. Curbside Procedures: The Curbside procedures were reviewed and the following was discussed:
  - a. Clarification of how we are quarantining materials – Director Huffines read through the process. Mark Farshtchi asked about the potential to use ultra-lights on the materials. Director Huffines stated she will research it, but for now the best way to do this is to quarantine. The library team will add more barriers between the quarantine stations. Rebecca Quiggle asked how long materials are in quarantine and will ultra-lights harm the materials? Materials are quarantined for 72 hours and we do not know the long term, if any, harm to the materials with ultra-light exposure.
  - b. Mark Farshtchi moved and Alan Greene seconded to accept and move forward with Curbside Service.
- B. HVAC Repairs are tabled until Executive Director Huffines speaks with the Freeport Public Library Foundation about paying for this large project expense. There was also discussion to make sure we are requesting bids from other companies as well, which is another reason why this new business item is tabled.

## **XII. DISCUSSION**

Currently, layoffs and furloughed staff are being considered by the City of Freeport. Their revenues will see a larger hit than the library's revenue. We do not know and will not know if we need to layoff or furlough until their numbers are more concrete. We are a separate taxing entity, so it will not affect us in quite the same way. Director Huffines will continue to keep the board updated with any notifications that come out to employees for the City of Freeport.

## **XIII. ADJOURNMENT**

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

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Submitted by Connie Hoffman