

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 12, 2021 – 6:00 p.m.**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library's Meeting Rooms on May 12, 2021. In the absence of the Board President, Board member Alan Greene presided and called the meeting to order at 6:01 p.m.

Members Present:	Julie Reynolds	RoseMarie Brubaker
	Alan Greene	Mary Kaufman
	Renee Barr	Betty Butler
	Luann Stambaugh-Hayes	

Members Absent: Lucas Kramer

Also present, Executive Director Ashley Huffines.

Connie Hoffman acted as Recording Secretary.

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

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

**IV. APPROVAL OF MINUTES**

- A. Regular Meeting: Mary Kaufman moved and Julie Reynolds seconded to approve the regular minutes of the April 14, 2021 meeting. Motion carried.

**V. FINANCIAL REPORT**

Julie Reynolds made the motion and Betty Butler seconded to accept the accompanying financial statements. Motion carried.

**VI. PRESIDENT'S REPORT**

Director Huffines announced to the board that Board President Rebecca Quiggle has resigned from the board.

**VII. DIRECTOR'S REPORT**

Executive Director Ashley Huffines fielded questions about receiving a performance assessment from the board. The board agreed that they will meet next month to discuss. Director Huffines read through the first part of her report covering personnel, covid mitigations, and facilities management.

- A. Janitorial Contract: Director Huffines met with three janitorial contractors for bids, but only one, the current company that the library uses, Crystal Image, was the only company that submitted a proposal. The library is happy with their services so the board agreed for Executive Director Huffines to move forward to signing the contract with Crystal Image.
- B. IT Contract: Director Huffines handed out the results of an assessment that was done on the library's IT and Networking in the building. The report showed many deficiencies and weaknesses. Director Huffines would like to proceed by researching other companies that will be able to handle the library's large network. There was discussion from board members who agreed this is a very important aspect of the library. They all agreed that the library will need to spend more to receive the best possible customer service.

### **VIII. MANAGEMENT REPORTS**

Director Huffines touched on the highlights of each of the Management Reports and went through the statistics.

### **IX. UNFINISHED BUSINESS**

### **X. COMMITTEE REPORTS**

### **XI. NEW BUSINESS**

- A. Election of Officers: Mary Kaufman made the motion to elect Alan Greene as President and Julie Reynolds as Vice President of the Library Board, motion was seconded by LuAnn Stambaugh-Hayes. A roll call vote was taken. Motion carried.

### **XII. DISCUSSION**

Board Member LuAnn Stambaugh-Hayes made the comment that the Liberty Village Book Club members love working with Adult Services Manager, Dianne Ludwig.

### **XIII. ADJOURNMENT**

Julie Reynolds made the motion and RoseMarie Brubaker seconded to adjourn at 6:52 p.m.

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Submitted by Connie Hoffman