

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 13th, 2022 – 6:00 p.m.**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library Board Room on June 13th, 2022. Board President Alan Greene presided and called the meeting to order at 6:09 p.m.

Members Present:

**Alan Greene, Julie Reynolds, Mary Kaufman, LuAnn Stambaugh-Hayes, Betty Butler (6:20),**

Members Absent:

**Lucas Kramer, Linda Roderick, Renee Barr, RoseMarie Brubaker**

Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

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

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

**IV. APPROVAL OF MINUTES**

Motion to approve the minutes made by Kaufman, seconded by Reynolds. Motion passed.

**V. FINANCIAL REPORT**

- A. Kaufman mentioned the library should be receiving the first installment of tax funds at the end of the month. Huffines confirmed \$200,000 has already been received and that there should be even more deposited by the next board meeting.
- B. Kaufman noticed the ‘claim on cash general’ was negative. Huffines explained as funds get transferred, there are two accounts that offset each other while the library is waiting for taxes to come in this time of year.

Motion to accept the financial report made by Stambaugh-Hayes and seconded by Reynolds. Motion passed.

**VI. PRESIDENT’S REPORT**

- A. Greene celebrated convincing 2 more his family members to get library cards!

**VII. DIRECTOR’S REPORT**

- A. Summer Reading: Huffines touched on summer reading statistics. This year’s results are the best the library has seen since 2019.

- B. New Tables: ABC Supply delivered and assembled the new tables the library was able to purchase because of a grant. Marketing featuring the new tables is coming soon.
- C. Personnel: The library recently received a resignation notice for clerk Jonah Sloan, but he has agreed to continue working to the end of the summer. Interviews will be conducted soon for new open positions in the fall. Job postings go up next week.
- D. Meier Trust: The foundation received a generous donation from Gerald K. Meier. Estate includes his trust, which will be distributed to many organizations in Freeport. About \$20,000 will be donated to the foundation possibly starting in December. Huffines expressed that if no changes are made, the library should receive the \$20,000 annually for about 20 years.
- E. Cleaning Crew: The library has been experiencing issues with the cleaning crew as they are having staffing issues. Eckert is contact them almost daily to ensure things get back on track.
- F. Ahern Update: Last month the library experienced an issue with a faulty smoke detector. Huffines ensured we are in contact with Ahern and it shouldn't happen again. They will be replacing 3 smoke detectors in the building and keeping record of when they are being changed and when they are going out.
- G. IT Company: Administration is seeking information to hire a new IT company. Stateline is switching ownership and communication through that transition has been rough.
- H. Marketing: More steps are being made towards the library's marketing plan. Katy Wiegert - Harnish and Kya Eckert are working together to streamline the marketing communication process.

### **VIII. MANAGEMENT REPORTS**

- A. Adult Services Report: There were 67 total attendees for the adult/teen programs last month. Craft programs are doing *much* better this year than the past.
- B. The Boys and Girls club has been visiting the library weekly with over 40 kids.
- C. Circulation Report: Statistics have gone up significantly this past month. The amount of new library card sign ups doubled between May and June.
- D. Youth Services Report: Youth in-house programs had over 1600 attendees total. Over 300 attended the summer reading kickoff. The Magic Show performance has over 150. Each program has had amazing turning out so far.

### **IX. UNFINISHED BUSINESS**

#### **X. NEW BUSINESS**

- A. Board Officer Elections. Greene's still in his first year as board president which means he is allowed to stay another year. Huffines suggested keeping Greene and Reynolds as Board President and Vice President. Huffines and Eckert will bring a copy of the bylaws to the next meeting to eliminate unused positions. Kramer was appointed the Secretary in his absence.

Motion to elect Greene as president, Reynolds as Vice President, Kaufman as Treasurer and Kramer as Secretary made by Stambaugh-Hayes, seconded by Baker. Motion passed.

- B. Munchies Proposal. Huffines discussed a proposal for the Gallery Café space. A board member who is not in support of Munchies taking over the space because of personal information, spoke with Huffines privately. They will sustain from discussing the topic and voting on the proposal. Huffines confirmed Munchies would not have a key to the building and there would be restrictions in place in the event administration was not present. Pros and cons were discussed. Topic was tabled.
- C. Internet & Computer Usage Review. Current policy, the policy displayed on the public computers, and the new draft were reviewed by the board. The original one states patrons are not

allowed to read personal email on public computers, to protect the library if something happens to their private information. Revisions were made.

Motion to accept new policy was made by Kaufman, seconded by Reynolds. Motion passed.

- D. Surplus List. Huffines explained how the items were chosen to be on the list. Items will go to city council next week along with lists from other city department. Items deemed as garbage will be properly disposed of. Items that local organizations want/need will be gifted to them.

Motion to declare list as surplus made by Stambaugh-Hay, seconded by Reynolds. Motion passed.

## **XI. DISCUSSION**

## **XIV. ADJOURNMENT**

Kaufman made the motion to adjourn the meeting at 6:50pm, seconded by Butler. Motion passed.

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Submitted by Kya Eckert