

FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 10th, 2022 – 6:00 p.m.

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on August 10th, 2022. Board President Alan Greene presided and called the meeting to order at 6:01 p.m.

Members Present:

Barr, Brubaker, Greene, Kaufman, Kramer, Reynolds, Roderick, Stambaugh - Hayes (6:02)

Members Absent:

Butler

Also, present, Executive Director Ashley Huffines and Youth Librarian Amanda Meyers.

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 Reynolds. Seconded by Barr. Motion passed.

V. FINANCIAL REPORT

Kaufman presented the issue that Midwest Bank was bought out by Greenstate Credit Union, who can no longer hold government accounts. Huffines is communicating with the financial director from the city on where the accounts will be established elsewhere.

Motion to accept the financial report made by Brubaker. Seconded by Barr. Motion passed.

VI. PRESIDENT'S REPORT

VII. DIRECTOR'S REPORT

- A. Summer Reading - As of August 6th summer reading has officially ended, and has been our most successful one by far!
- B. Hiring - The library has hired a new Clerk 4. Danielle starts Monday the 15th. Mike's last day is September 7th.
- C. Surplus Sale - We are in the process of moving surplus items out of the building. Eckert has reached out to all nonprofits first. FACC has shown the most interest.
- D. Facility -
 - a. We are having our smoke detectors replaced soon to prevent false alarms from happening. This repair has to be coordinated with the elevator company and is on the schedule for the 24th.

- b. The rooftop unit stopped working yesterday. Technician says the VFD failed and needs to be replaced which brings our HVAC system back up to top priority again. Huffines is meeting with the city September 8th to have a budget plan for next year and communicate that with HELM.
- c. As of yesterday, we are officially seeking proposals for a new IT company. Huffines spoke with the city manager about possibly combining with the city for IT service.
- E. Stephenson County fair - Managers each took shifts meaning the booth at the fair and experienced very positive response from the public.
- F. Library lawyer - In many circumstances, meeting with a lawyer who has library experience would be very helpful. As we review our policies, we are looking for someone “library-forward” and educated on the library world to assist in that process. Huffines says the city manager is in complete support of searching for a new lawyer.
- G. Marketing Plan - We have created solid timelines and forms for the marketing process and procedure, but Huffines will soon be working on an official marketing plan.
- H. Strategic Plan - Huffines expressed being at a stand still when it comes to creating the library’s strategic plan. At some point as a board we will be answering questions, along with many of the organizations we work alongside, the city manager, the mayor, and an alderman to be key stakeholders.
- I. Document Retention - Our appointment has been rescheduled for August 23rd.

VIII. MANAGEMENT REPORTS

- A. Adult Services - There were 44 total attendees for programs in July and 3 visits with the boys and girls club 7th & 8th graders. Dianne Ludwig is in the beginning stages of planning for One Book One Freeport and is excited to say we will be doing all of our own marketing for the event in-house. The Authors’ Fair collaboration with the Lincoln Douglas society is at the end of this month.
- B. Circulation - There were 1096 items checked out from the youth department during summer reading. The library of things has been moved downstairs to increase circulation and visibility.
- C. Youth Services - Meyers presented her report.
 - a. In her 17 years, she has never had such an amazing turn out for programming! 205 reading logs were finished, reaching a 56.1% completion rate. This year marks two years in a row that over 50% of participants finished. For the first time ever, we had over 200 readers complete summer reading. If you include the daycares, camps, and other groups who participated as well, we reached a total of 410 finishers.
 - b. The youth department also had new partnerships this year with the Freeport Park District and the Stephenson County Fair. At the fair, there were 51 kids attending craft and storytime sessions. The Read for Rides program provided free rides and admission tickets as summer reading prizes. We also paired with Renita Folkers from the park district for our Read and Play at the Park program, where we had 8 kids attend each session. The library definitely plans to continue working with them. They provided free boat ride coupons and carousel tokens as summer reading prizes.
 - c. Total program numbers for the summer - 424 total attendees for programs.
 - i. In-house programs - 3413 total attendees.
 - ii. Outreach programs - 626 total attendees.
 - d. There were around 5 field trips to the library each week. Meyers expressed that the library staff were super helpful with programs all summer long.
 - e. Freeport Facebook Viral - the library’s facebook post for the Touch a Shark event reached over 10,000 people. We had over 400 people in the library that day and staff helped run the ice cream party at the same time. This was a very unexpected outcome, and the youth department needed “all hands on deck”. The event was featured on the local news that night.
 - f. Meyers is already thinking about next year's theme: “All Together Now”
 - g. For the fall, we have some new and returning programs. Look forward to “book character pumpkin decorating” in October. Hopefully we will keep the momentum from the summer programs all year round.

- h. Huffines said out of all the compliments she receives for the library, she gets the most for Meyers and what she has done for the public.

IX. UNFINISHED BUSINESS

- A. Munchies 2.0 Nacho Bar - Munchies is looking to rent out our Gallery Cafe space. Huffines explained how rent would work and the details of their proposal. The owner was invited to both last month, and this month's board meeting but was not present. Stambaugh - Hayes expressed concerns about the menu. Greene brought up concerns about clearance from the health department. Huffines brought up that the business would reach a demographic the library serves on a daily basis and it is affordable. Also, it's a priority that kids in the community are able to see someone who looks like them running a successful business in the library. The pros and cons were discussed considering some personal information about the owner and the businesses reputation. Greene requested a draft lease agreement and the owner of the business be present to make a vote. Barr asked about any other business interested. Huffines said there have been other people interested but no one has submitted a proposal. Huffines said we can look into collaborations and advertising the space for more options.

Motion to move the proposal to next month made by Stambaugh- Hayes, seconded by Huffines. Motion passed.

X. NEW BUSINESS

- A. Meeting Rooms Policy - Eckert drafted this policy from our current policy along with new and updated information. The biggest change was updating the facilities the library has available and the reservations section has been completely rewritten to apply to our online room reservation system.

Motion to approve the new meeting rooms policy made by Kaufman, seconded by Barr. Motion passed.

XI. DISCUSSION

- A. Genealogical Society - Huffines notified the board that the Genealogical Society may be dissolving as they are struggling to keep members. Despite this, the history room will still be up and running at the library.

XIV. ADJOURNMENT

Motion to adjourn at 7:04 pm made by Kaufman, seconded by Kramer. Motion passed.

Submitted by Kya Eckert