

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 12, 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 October 12, 2022. Vice President Julie Reynolds presided and called the meeting to order at 6:03pm.

Members Present:

<b>Lucas Kramer</b>	<b>Mary Kaufman</b>	<b>Renee Barr (6:05)</b>
<b>LouAnn Stambaugh-Hayes</b>	<b>Julie Reynolds</b>	

Members Absent:

<b>Betty Butler</b>	<b>Linda Roderick</b>
<b>RoseMarie Brubaker</b>	<b>Alan Greene</b>

Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

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

Added to New Business: Library closing for an in-service date.

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

Terri complimented the website and the new e-newsletter!

**IV. APPROVAL OF MINUTES**

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

**V. FINANCIAL REPORT**

- A. Kaufman questioned the gifts and bequests line of the monthly budget report. Huffines stated she plans to talk to Troy Lessman about the Foundation funds that the Library has been expecting.
- B. Kaufman asked about the process of switching banks. Huffines reported the city will get RFPs back in November or December and make a resolution to move bank accounts then.

Motion to accept the financial report was made by Stambaugh-Hayes, seconded by Kramer. Motion passed.

**VI. PRESIDENT'S REPORT**

**VII. DIRECTOR'S REPORT**

- A. Huffines reported circulation statistics have been lower the past month, but that is expected. This past week things had picked up again, especially over the weekend.

- B. The Foundation book sale fundraiser donations came to a grand total of \$1213.85! That money may go towards employee appreciation or conferences. Stambough- Hayes asked about the leftover books. They are currently being stored in the library. A majority of them will be recycled, as these haven't been checked out in years or purchased at the sale. Huffines will also try to work with Voices and FACC to curate small collections to give to people and families in need.
- C. For personnel, there are 2 employees currently out on FMLA. The rest of the team has stepped up to cover scheduling gaps.
- D. Huffines mentioned to the board that the library has been consistently communicating with the cleaning company and upholding a standard of cleanliness for the building. Crystal Image is very responsive to our communication, although they struggle with a high turnover rate. Even so, Huffines does not envision changing companies any time soon.
- E. The library has started working with Entre Computer Systems and they have proven to be very responsive to the library's needs. On the other hand, the owner of the previous company (no longer in business) has been in communication, attempting to bill the library for a service the library is no longer using. The city's attorney is working with them to resolve this issue.
- F. Huffines and Eckert are working on the beginning stages of a disaster/ emergency response plan.
- G. Huffines will be out of office October 27-29 and November 22-26.
- H. In response to recent events across the state involving censorship issues, Huffines relayed the need to get an in-service date on the books so staff is prepared to handle any situations that may arise regarding challenging materials.

## **VIII. MANAGEMENT REPORTS**

- A. Adult Services: 48 people attended events in September. There were 14 attendees for the Okra Playground Workshop. For training last month, staff members attended "PUG Day" seminars virtually. 5,000 items were removed from the shelves for the book sale. Huffines reassured the board, there are still over 100,000 books on the shelves and between 30,000- 50,000 E and audiobooks available at any time.
- B. Circulation: Traffic has slowed down, but that drop is usually recorded in August. The First Annual Pumpkin Decorating Contest is very popular and bringing in more traffic.
- C. Youth Services: There were 19 kids and 6 adults who came for Pokémon club last month. This is above average attendance for during-the-school-year programming. 5 kids came to read to the therapy dogs. Baby storytime is popular with a regular attendance of 17 kids. Preschool storytime had many new members as well. Gold slime was the highest attended slime day so far!

## **IX. UNFINISHED BUSINESS**

- A. Bylaws: Eckert made the edits and updates discussed last month. Motion to accept the updated bylaws was made by Barr, seconded by Straughbough- Hayes. Motion passed.
- B. 2023 Draft Budget: Huffines has not made any major changes to the budget yet. Huffines very recently met with a representative for Hoopla and is looking to include them in the 2023 budget. The final draft will be ready next month for review.

## **X. NEW BUSINESS**

A. 2023 New Meeting dates

Motion to accept the 2023 meeting dates was made by Kaufman, seconded by Barr. Motion passed.

B. Volunteer Partnership Policy: This policy defines the roles of the volunteer's for the local history room. This also includes a Volunteer Agreement that they would sign. The main purpose of this is to set boundaries with our volunteers and clear up any confusion about the staff's responsibilities and volunteer expectations. This is separate from the community service policy and agreement. Huffines suggested we wait for more members present to make a motion.

C. In-service date for staff training: Library would be closed from 9am – 1pm anywhere from the 14<sup>th</sup>-18<sup>th</sup> Thursday or Friday of November.

- a. Motion to pass this closure was made by Kaufman, seconded by Straughbough- Hayes. Motion passes.

## **XI. DISCUSSION**

A. Huffines notified the board about the city's plan to add Juneteenth as a closed holiday starting next year. There is discussion about replacing the floating birthday holiday benefit with this holiday. The board expressed support in keeping the birthday holiday for staff, as it is a valuable benefit to be able to provide. After the city makes their decision, this issue will be negotiated with the union.

## **XIV. ADJOURNMENT**

Motion to adjourn the meeting at 7:01pm was made by Kaufman, seconded by Barr. Meeting was adjourned.

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Submitted by Kya Eckert