

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 14th, 2022 – 6:00pm.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on December 14th, 2022. Board Vice President Julie Reynolds presided and called the meeting to order at 6:02pm

Members Present:

Betty Butler	Linda Roderick
Renee Barr (6:02pm)	RoseMarie Brubaker
Julie Reynolds	

Members Absent:

Alan Greene	Mary Kaufman
Lucas Kramer	LouAnn Stambaugh-Hayes

Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

The board no longer needs to go into Executive Session.

IV. APPROVAL OF MINUTES

Motion to approve the minutes made by Butler and seconded by Rodrick.

V. FINANCIAL REPORT

- November Financial Statements - Huffines reported all lines of the budget have been reappropriated since the last meeting and overall the library did very well this year. There is a current surplus of \$70,000 available for the last two weeks of 2022. Also, the process of moving funds from Greenstate Credit Union to State Bank has been finalized.

Motion to approve the financial report made by Barr and seconded by Brubaker.

VII. DIRECTOR'S REPORT

- Personnel - Library staff is on the road back to being a full team again. Now that we are entering the winter months, people traffic has decreased quite a bit. The staff is grateful to have Morgan back after welcoming her new daughter. Cheryl put in her official retirement letter on Tuesday the 13th and her

official retirement date will be December 26th. Asia put in her 2 weeks notice and today was her last day. Although that seems like a lot, all of the hiring will be done by the time the board meets again in January. There will be an internal transfer for the Lead Clerk Position and Huffines is interviewing for the Clerk 5 position tomorrow. A Clerk 4 position will then open because of promotion but there are already plans to rehire a former employee into that position in January.

- Facilities - The library has been on the lookout for a handyman to visit once a month and complete some maintenance tasks around the building. Huffines reached out to Matt, the 815 Handyman. He will be making his first visit very soon.
- IT - Huffines has had great experiences with our new technician James from Entre Computer Systems, he has been coming weekly to catch us up on some projects.
- Per Capita Grant Requirements Checklist - The board reviewed the checklist and goals for improvement required for annual state funding. The list of requirements is based on the community population and services the library provides. Huffine explained steps and plans to complete various goals in 2023.
- Administrative Report 2023 - The board reviewed the many goals for the administrative team in the following year including completing steps for the Strategic Plan, Disaster Plan, Document retention, remodeling projects, employee appreciation plans, among other things.

VIII. MANAGEMENT REPORTS

- Adult/ Tech Services Report - Last month, there were 32 attendees for adult programs. Ludwig also included information about the DeKalb resource sharing meeting they attended in the report. The staff in-service day went really well, the whole staff was present and learned about collection development, challenging materials, and patron privacy.
- Circulation Report - Circulation is experiencing normal ebbs and flows due to the winter season. The library is still not back up to circulation levels pre-pandemic, but we know it will take time to get more people back in the building and using the collection. The library also hosted this year's Community Festival of Trees.
- Youth Services Report – The youth department is still seeing excellent attendance. Between outreach and field trips, program statistics are going strong. The department also welcomed more Hooked on Phonics kits to the collection which many are very excited about.
- The library just signed on to provide another online resource: Hoopla. Hoopla is similar to Overdrive, including access to EBooks, Audiobooks, music, and shows all for free with a library card. The soft launch is next week and the full launch will be the 1st of the New Year.

IX. UNFINISHED BUSINESS

Holiday Calendar for 2023 - Juneteenth (Monday, June 19th) has been added. Due to issues with the union, all non-bargaining employees will have the day off and the library will be closed. But due to issues with the union, all other employees do not get the holiday off. So a manager will have to be present as they will be scheduled to come in. For Christmas Eve and Christmas Day 2023 the off dates will be changed just for the library, because the library is a public building open on Saturdays. Instead of having Friday the 22nd off in observance of Christmas Eve, being open Saturday the 23rd and off Monday the 25th in observance of Christmas, the library will be open Friday the 22nd and Saturday the 23rd but closed Monday the 25th and Tuesday the 26th in observance of Christmas Eve and Christmas Day.

Motion to accept Holiday Schedule approving the changes for Juneteenth and Christmas Eve made by Barr and seconded by Rodrick.

X. NEW BUSINESS

- Non- Resident Fee - The board must annually approve the non-resident fee. The library will accept non-resident users for the fee of \$92 yearly.

Motion to accept the allowance of the Non-Resident Fee made by Brubaker and seconded by Butler.

- Collection Development Policy Review - Due to recent events in the state and the nation surrounding censorship in the library world, updates were discussed to protect the collection - specifically requiring patron eligibility to request a reconsideration. This means in order to file a formal request for reconsideration about something in the collection, you must be an eligible FPL cardholder.

Motion to add “Any requests for reconsideration must be from an eligible Freeport Public Library cardholder or eligible non-resident card holder. All other requests will not be accepted.” made by Brubaker and seconded by Barr.

XIV. ADJOURNMENT

Motion to adjourn at 6:46pm made by Butler, and seconded by Rodrick.

Submitted by Kya Eckert