

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 9th, 2022 – 6:00pm.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on November 9th, 2022. Board President Alan Greene presided and called the meeting to order at 6:01pm.

Members Present:

Lucas Kramer	Alan Greene
Linda Roderick	Julie Reynolds
RoseMarie Brubaker	

Members Absent:

Mary Kaufman	Renee Barr
Betty Butler	LouAnn Stambaugh-Hayes

Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

Huffines informed the board that discussion about the holiday calendar for 2023 will be moved to the December meeting. Also, the resolution to changing the library's bank will be added to New Business.

IV. APPROVAL OF MINUTES

Motion to approve the minutes made by Kramer, seconded by Reynolds.

V. FINANCIAL REPORT

The board reviewed the finance report and balance sheet for the month of October with explanation from Huffines.

Motion to accept the financial report made by Reynolds, seconded by Brubaker.

VII. DIRECTOR'S REPORT

- A. Huffines reported patron traffic has been steady. Staff has been working well as a team to cover the desks and continue to provide the same quality of services despite staffing challenges.
- B. The library hosted the Town Hall meeting last month about Home Rule which totaled around 60 attendees.
- C. Huffines had a conversation with union representatives to transition a current staff member to a "Clerk 6" position. This new position will be able to assist both youth and adult services departments and provide stability to the whole team by covering desks as needed but also assist with programs and technical services tasks. We also welcomed a new clerk 4 as of this week which means the library is technically fully staffed if you include the 2 employees still out on ~~medical~~ leave. Huffines commended the team for stepping up and working well together through this time, we couldn't do what we do without them!
- D. The next staff training in-service date will be Thursday, the 17th and the library will open at 1pm.

- E. Issues with the cleaning company have resolved in the past few weeks and we continue to be in communication with them.
- F. The building's HVAC system is supplying too much heat to the first floor resulting in some rooms being up to 80 degrees during the day. Huffines has been working with Helm Mechanical to find a complete resolution to the issue. As the years go on, we have noticed more and more wear and tear on the building, some small and some large. The management team is doing their best to handle issues as they arrive and together, Huffines and Eckert are working to possibly hire a "library handyman" to catch up on some of the little things. Greene brought up making it a priority to work on fully updating the HVAC system in 2023. Huffines agreed and explained what that process might look like.
- G. Eckert and Huffines are working together to prepare the café space to eventually receive formal proposals.
- H. Things are working out well with Entre Computer Systems. They continue to be very helpful. Meanwhile, Stateline continues to send the library invoices and has not replied to any form of contact. Huffines and the city lawyer will be proceeding with legal action.
- I. A slight printing issue that lasted almost 3 weeks was resolved by TBS last week.
- J. Huffines and Eckert are still in the process of deciding how to dispose of the surplus books from the book sale in September.
- K. Eckert is assisting Huffines through finally making progress on the library's disaster plan.
- L. Huffines will be on vacation out of town from Tuesday, November 22 through Friday, November 26th.

VIII. MANAGEMENT REPORTS

- A. Adult Services: The adult/ teen craft programs had high attendance as well as the virtual ILP event last month. All of the Overdrive statistics are still going strong. All e-book usage is expected to rise next year as well with the addition of Hoopla to the existing services.
- B. Circulation: Huffines reported no significant drop in people traffic last month. She also mentioned plans to update the library's people counting system to get a more accurate reading. This would include adding counters to meeting room doors as well.
- C. Youth Services: Trick or Treat Trail estimated to have about 800 kids present and the youth services team handed out over 300 flyers for upcoming library events. There were a total of over 60 pumpkins for the first annual Book Character Pumpkin Decorating Contest. A grand total of 383 votes came in over the 2 weeks of voting which brought in lots of foot traffic. Huffines reported it was a lot of fun to see and wildly successful, the team looks forward to holding the contest again next year! All youth programming has been successful with 402 total program attendees in the month October. Also in October, the local homeschool co-op hosted their first monthly "tween game day" and had some great reviews! The Youth Services team is now working on creating a homeschooling collection, similar to the STEM kits.

X. NEW BUSINESS

- A. Approval of the Final 2023 budget.
Motion to approve made by Reynolds, seconded by Brubaker.
- B. Approval of FY2023 Levy and Assessment of Taxes for the Fiscal Year Beginning January 1st 2023 and Ending December 31st, 2023 for Freeport Public Library of the City of Freeport, County of Stephenson and State of Illinois.
Motion to approve made by Brubaker, seconded by Kramer.
- C. Re-Appropriation for FY2022.

Motion to approve made by Reynolds, seconded by Rodrick.

D. The resolution to changing the bank for the City of Freeport: Midwest Community Bank was bought by Greenstate Credit Union earlier this year. Because their headquarters are located in Iowa, they are not insured to handle State of Illinois funds. The city's finance director communicated with a few banks and found that State Bank seems to be the best option for everyone. This works out especially well for the Library because the foundation accounts are also currently held with State Bank. The city will begin transitioning as soon as this decision is formally finalized.

Motion to approve the resolution of transitioning from Greenstate Credit Union, formally Midwest Community Bank, to State Bank of Freeport, excluding the Illinois Funds account was made by Brubaker, seconded by Rodrick.

XI. DISCUSSION

A. Holiday calendar: Huffines is still working with the City to finalize the holiday schedule as it relates to the employee handbook. We will pass the final version in December.

XIV. ADJOURNMENT

Motion to adjourn was made by Reynolds, seconded by Kramer. Meeting was adjourned at 6:59pm.

Submitted by Kya Eckert