

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 11th, 2023 – 6:00pm**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on January 11th, 2023. Board Vice President Julie Reynolds presided and called the meeting to order at 6:00pm

Members Present:

Betty Butler	LouAnn Stambaugh-Hayes (6:15)	RoseMarie Brubaker
Renee Barr	Lucas Kramer	
Julie Reynolds	Mary Kaufman	

Members Absent:

Alan Greene	Linda Roderick
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Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

The New Business policy review was moved to next month and Huffines suggested moving the Cafe presentation ahead of the managers reports.

Reynolds made a motion to amend the minutes to move the policy review to next month and also move the presentation above the directors reports, seconded by Mary.

III. QUESTIONS/COMMENTS FROM THE PUBLIC/ MEDIA

Dianne from the History room shared a statistic: the Genealogical Society put in 1500 volunteer hours in 2022.

IV. APPROVAL OF MINUTES

Copies of last month's minutes were forgotten so the approval of December's minutes was moved to next month.

V. FINANCIAL REPORT

Kaufman reviewed the financial report. She noted 1.66% of the budget was remaining after 2022 which means the library did not go over budget. Kaufman applauded Ashley and the team. Expense wise, the library went over by a fair amount due to unexpected machinery & equipment expenses. Overall, everything looked good. Huffines and Kaufman discussed a few changes to the lines of the budget due to switching from Greenstate Credit Union to State bank. Huffines explained how the levy did not need to be adjusted because the library did not over-levy for those lines the past year. She said eventually, we will get to the point where we are pulling from reserve accounts that have been building for 10+ years.

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

VI. NEW BUSINESS

Capybara Cafe Proposal - Jonah Sloan began by introducing himself, his partner Valentina, and his mother June. He explained that because of his experience as a former library employee, it is important to him to be able to give back to the library, as well as community members. They went over their timeline and plan to open April 1st. Sloan mentioned they have been in contact with other cafes and small business owners to help the process. They also discussed marketing strategies and went over an example of the food and drink menu including lattes, brewed coffee, tea, empanadas, salchipapas, salads, quiche, and even some vegan and vegetarian options.

The business hours were discussed. Kaufman asked about food licensing and Huffines said we would work together with them to get all the right developments ready before opening. Also, the health department will come in to do another inspection before they open. Barr asked about the Capybara mascot. Valentina showed the board a picture and informed them that the capybara is an animal native to Columbia.

Huffines talked about her full confidence in the team, especially compared to previous proposals the library has received. The next steps would be to work with them on a lease, working on cleaning the cafe and general maintenance, and equipment needs. We plan to bring it back to the board next month and keep the board updated on the process.

Motion to proceed with the next steps in welcoming the Capybara cafe to the Library was made by Kaufman, seconded by Stambaugh-Hayes.

VII. DIRECTOR'S REPORT

Huffines started by commenting on the statistics Dianne provided for the History Room, thanking them for their much needed volunteer work.

December is usually a slow month for the Library with it being closed for the holidays.

Personnel - Danielle Bazarek has been promoted to the new Lead Clerk and has been making a very positive impact. Morgan has transitioned to the Clerk 6 position- replacing Danielle. Anna, our newest Clerk 4, has agreed to work more hours until school starts in the spring. Former summer employee Mike Sherman will be coming back on great terms as a clerk 4 as well starting next week. The only open position currently is the full time library Clerk 5. Ludwig and Huffines have interviews scheduled for next week and plan to have an official offer sent by January 20th.

Kya and Huffines created an Employee Appreciation plan for 2023 including celebrating staff birthdays, work anniversaries, and a staff shout out board as a chance to recognize each other. Also we have a staff outing this Friday at Pub219.

Facilities - 815Handyman has proven to be extremely helpful, dedicated, and attentive. They have found things they could help fix around the building that we hadn't noticed or prioritized before. Also, the Helm contract will be reviewed by the board at the next meeting.

The library is officially signed up for Sustainable Shelves through Baker & Taylor to recycle weeded books to be resold or recycled. Huffines talked about the plan to begin this project.

IT - James from Entre Systems was able to complete a number of projects in the last few months. Huffines asked about how detailed the board would like the IT reports. Kaufman said the board doesn't need routine updates and that they trust Huffines judgment.

Huffines and Eckert attended the first of two Crisis Communication Meetings spearheaded by Kevyn Sutter, the Communications director for the city. Next week they will be attending and participating in a Mock Press Conference to better prepare for emergency communication.

On the city's end, they are working on a branding project so a new city logo and things will be pushed out soon.

Huffines reviewed her current projects and updated goals for 2023 including sustainable shelves, disaster planning, and document retention.

VIII. MANAGEMENT REPORTS

Eckert shared their newsletter report for 2022, highlighting the increase in subscribers and engagements over the past 4 months. Barr complimented our social media page, Huffines said Eckert does social media and Katy helps make the designs.

Adult Services - Gnome making "blew up" on Facebook and had 74 attendees! Stambaugh-Hayes asked if crafts at the library are free - Huffines confirmed they are free to the public since the supplies are covered by the adult services programming budget. The board also reviewed tech services and overdrive statistics.

Hoopla - Hoopla is the library's newest prepaid digital service. The contract was finalized at the end of last year and open to the public starting at the beginning of January. The most popular item checked out so far is music. There have already been several accounts made and the most popular item checked out so far is music. The marketing team is working on pushing out some promotional content. Stambaugh-Hayes asked how it is different from Libby. Huffines explained how Overdrive runs Libby and since we pay to be in a consortium, they pool funds from the consortium and use that to share an online collection. However, Hoopla is run by Midwest Tape, an audiobook distributor, and works with publishing companies to provide access to various media.

Circulation - Circulation stats are down in December but hot spot circulation has jumped up significantly since September.

Youth Services - Meyers continues to have great attendance at programs. Huffines shared attendance and participation for programs.

Also Charissa, the Youth Librarian's Assistant, was approved to go full time - she is full time now starting at the beginning of the year and it has already been a really great change!

IX. EXECUTIVE SESSION

Motion to go into Executive session made by Stambaugh-Hayes, seconded by Betty.

Executive Session started at 6:58pm

Executive session ended at 7:06pm

Motion to go back into regular session made by Brubaker, seconded by Kaufman.

Motion to sign the waiver and release agreement made by Kaufman, seconded by Barr.

X. ADJOURNMENT

Motion to adjourn at 7:07pm made by Butler, seconded by Hayes.

Submitted by Kya Eckert