

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
February 8th, 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 President Alan Greene presided and called the meeting to order at 6:01pm

II. CHANGES/CORRECTIONS TO THE AGENDA

Members Present:

Betty Butler	Alan Greene	RoseMarie Brubaker
Julie Reynolds	Mary Kaufman	LouAnn Stambaugh-Hayes (6:13)
Linda Roderick (6:03)	Lucas Kramer (6:03)	

Members Absent:

Renee Barr		
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Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

III. QUESTIONS/COMMENTS FROM THE PUBLIC/MEDIA

IV. APPROVAL OF MINUTES

Executive session was removed from the agenda.

Motion to approve minutes for December’s regular meeting, January’s regular meeting, and January’s closed session made by Brubaker and seconded by Butler.

V. FINANCIAL REPORT

Kaufman reviewed the monthly financial reports. All accounts have been moved from Greenstate to State Bank. A few lines of the budget were discussed including insurance lines, Huffines took note of a few lines to talk to the finance department about.

Motion to accept the financial report for January 2023 was made by Reynolds and seconded by Roderick.

VI. PRESIDENT’S REPORT

Greene reported a teacher at the highschool was talking about One Book One Freeport. His kids attended Pokemon Club last month with lots of positive feedback. Greene and Huffines will have a meeting to talk about replacing HVAC next week.

VII. DIRECTOR’S REPORT

Personnel: Some staff transition in January but are optimistic about our new team members. Welcoming a new clerk 5 starting on Monday. Staff outings went really well, lots of positive feedback to do more staff events.

Continuing education: Amanda and Charissa will be going to the exhibit hall for ALA in the summer. Huffines reviewed how each manager will be continuing education in 2023 at various conferences.

Facilities: We have been working with 815Handyman for various repairs throughout the building. So far we have a very positive relationship going with them.

Cafe: The Capybara Cafe project is going smoothly, they have a list of things for us to work on and we are knocking things out. Optimistically projecting opening in March but April at the latest. Butler had a few questions about the lease and maintenance of the space. Huffines explained how the library will handle the lease and any maintenance issues that might arise. Huffines in working on the lease to bring to the meeting next month.

IT: A new form has been in place to track IT progress and is working well. Items that we have worked on are Server updates, TBS updates, printing issues and many more.

Outreach: Huffines reported she has been elected the Rotary President and President Elect for the next 2 years. The board congratulated her! Hosted Women's Enrichment. Rise and Shine March 2nd will be held at the library.

Huffines reviewed the meetings she attended in January.

Huffines will be on vacation February 16th through the 23rd. Katy and Amanda will be the acting director during that time frame.

Huffines explained where we are in the process of our document retention project.

Helm HVAC: Huffines reviewed the terms of the Helm contract with the board and discussed the pros and cons of renewing the preventative contract.

VIII. MANAGEMENT REPORTS

Adult Services/Tech Services Report: Increase in attendance for January with the Virtual American Lectures Series and Snowman craft. Huffines reviewed statistics for the board and highlighted a few new programs. Straughmbough Heyes asked about One Book One Freeport and how it's been received. Huffines replied we have had some questions about how we chose the book, and discussed the committee for choosing OBOF, we are honest about how that process goes. People have received that well.

Circulation Report: Hot spots are still constantly flying off the shelf. January started a new shelf reading process. Circulation is up, the highest it's been since October. Happy to see numbers going up. Huffines reviewed hoopla statistics. Also, Kaufman complimented the marketing manager's new report layout and readability. The self checkout is currently out of order, along with the gates at the entrance of the library. Huffines discussed repairing them, replacing them, or removing them completely.

Youth Services Report: 502 total attendees for the month of January. Huffines reviewed the youth programs, attendance statistics, and changes that have been made including the teens services being moved from Adult Services to the Youth Services. It is important to note that "Youth" for libraries almost always includes ages 0-18, so this is a positive change. Charissa and Amanda are very excited to provide new programming for this age group.

IX. NEW BUSINESS

Motion to roll the Helm contract over for one more year with changes to the preventative contract made by Stambough-Hayes, and seconded by Brubaker.

Circulation Policy: This used to be called the borrowing guidelines. All highlighted areas in the policy have been changed to better fit the needs of the library and community. Huffines reviewed each change with the board including loan periods and fines. Also the hotspot policy will be combined into the circulation policy with minor changes.

Motion to approve the Circulation Policy with all the updates and changes made by Kaufman and seconded by Kramer.

X. DISCUSSION

XI. ADJOURNMENT

Motion to adjourn at 6:56pm made by Kramer and seconded by Stambough- Hayes.

Submitted by Kya Eckert