

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 8th, 2023 – 6:00pm.**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library Meeting Room A/B on March 8th, 2023. Board President Alan Greene presided and called the meeting to order at 6:01pm

**Members Present:**

Alan Greene	Mary Kaufman	RoseMarie Brubaker
Renee Barr	LouAnn Stambaugh-Hayes (6:03)	Julie Reynolds

**Members Absent:**

Linda Roderick	Betty Butler	Lucas Kramer
----------------	--------------	--------------

Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

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

None.

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

None.

**IV. APPROVAL OF MINUTES**

A motion to approve the February 8, 2023 Minutes was made by Stambaugh-Hayes and seconded by Barr.

**V. PRESENTATION**

**The Stephenson County Genealogical Society Cemetery Project:** The Genealogical Society, whose members volunteer in the Frances Woodhouse Local History Room, came to talk about their new cemeteries project. The volunteers talked about their progress in the plan to identify Stephenson County cemeteries, collect burial information, clean markers and tombstones, and organize records to be available for the public here at the library.

**VI. FINANCIAL REPORT**

Kaufman reviewed the financial report for February. Huffines and Kauffman discussed lines of the budget including interest income, unrealized gain/loss, bank fees, and a few others.

A motion to accept the February 2023 financial report was made by Barr and seconded by Stambaugh-Hayes.

**VII. PRESIDENT'S REPORT**

Greene spoke about his meeting with Huffines and Helm concerning the HVAC project.

**VIII. DIRECTOR'S REPORT**

**Personnel:** Our Clerk 5 is about 5 months in and has proved to be a great fit in the team. Alex is also doing very well in her new position.

**Facilities:** Huffines informed the board that she is currently waiting on quotes from 815Handyman about redoing our bathrooms. Also, the Cafe project is going smoothly. Crystal Image cleaned up the space at the end of last month and Huffines and Eckert are meeting tomorrow with the tenants to pick an official open date and go over the lease.

**IT:** IT has been a lot of the same things: staff computer upgrades, server updates, and regular maintenance. The plan is to go down to once a month visits as soon as things get to where we want them to be.

The sustainable shelves and surplus project is going very smoothly, about 40 boxes of books have been shipped out.

Directors Continuing Education is April 11-13 in Springfield, IL. These dates fall on the next board meeting so the board discussed plans to reschedule.

Huffines also informed the board about plans for Tutty Baker Days which includes two library events and a carnival in the public parking lot.

**IX. MANAGEMENT REPORTS**

**Adult Services/ Tech Services:** Dianne reported 141 attendees for programs in the month of February. The highlight of the month was Pamyua, an Inuit musical group with Arts Midwest. They did a live performance and workshop at the library as a part of One Book One Freeport and there were 35 attendees.

**Circulation:** The February circulation statistics are down from January, but it is a shorter month so this is expected. Katy recorded 45 new patrons, and 181 check outs on Hoopla (more than January.)

**Youth Services:** Amanda reported 443 attendees for February programs. Huffines said she continues to make changes to the youth collection to help patrons find things easier. Her One Book One Freeport storytime and craft was very well attended and popular at all the schools she went to.

**X. UNFINISHED BUSINESS**

None.

**XI. NEW BUSINESS**

**HVAC Long Term Plan for Replacement:** Huffines explained where they are with the Helm project. She met with the city manager and will be meeting with city council to talk about the needs of the building and how much the library has been spending on repairs over the last few years. Huffines will be meeting with the finance director of the city and ask for direction and support on how to pay for the replacement boilers and roof top units. The board discussed the numbers and the city's approach regarding this project. More information to come.

**Cafe Lease Review:** The board reviewed the updated lease agreement. Huffines talked a bit about her priorities and mindset in welcoming the new tenants. They reviewed the security deposit agreement and rent amount. Huffines and Eckert will be meeting tomorrow with the tenants to find out if they need anything from the library as far as support.

**XII. DISCUSSION**

Greene asked Huffines if she would want board members present at the City council meeting on Monday. Huffines invited the board to attend the meeting at City Hall on Monday at 6pm. It was discussed that the library has not made a request to the council in at least 10 years. Huffines talked a bit about her relationship with the city, confident that they will be helpful in aiding the library with this problem. Barr said it's a good relationship because of all of your hard work and efforts, the board thanked Huffines for all her hard work!

**XIII. ADJOURNMENT**

A motion to adjourn at 7:03pm was made by Reynolds and seconded by Stambaugh-Hayes.

---

Submitted by Kya Eckert