

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 5th, 2023 – 6:00pm.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on April 5th, 2023. Board President Alan Greene presided and called the meeting to order at 6:03pm.

Members Present:

Betty Butler	LouAnn Stambaugh-Hayes (6:05)	RoseMarie Brubaker
Alan Greene	Lucas Kramer	
Julie Reynolds	Mary Kaufman	

Members Absent:

Renee Barr	Linda Roderick	
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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 March 8th, 2023 board meeting minutes was made by Kramer and seconded by Reynolds.

V. FINANCIAL REPORT

Huffines followed up from last month's discussion about the bank fees and confirmed that they were charges for stop payments on lost checks.

A motion to accept the March 2023 financial report was made by Stambough - Hayes and seconded by Butler.

VI. PRESIDENT'S REPORT

None.

VII. DIRECTOR'S REPORT

Huffines notified the board that a memorandum was sent to AFSCME for the option of 10 hour days for full time employees who are part of the union.

Fehr Graham Proposal: Huffines explained the meeting she recently had with representatives from Fehr Graham and their visual assessment of the library's HVAC system. The board reviewed their 10 year plan and proposal to replace different pieces over time. Fehr Graham's assessment concluded a full replacement is not required at this time, but with Helm saying something different, things are still up in the air.

RFP Draft: The library is currently seeking out independent legal counsel. It is important to note that the goal of the library is to have a legal profession to not only be looking out for the city's benefit, but looking out for the library specifically. Huffines went over the non-official RFP with the board along with the scope of services, expressing the needs of the library. The board discussed adding a few things to the document before sending it out.

New Patron Procedure: As the library invests in new resources, we have to find new ways to secure the return of our valuable items. In response to this, the Circulation Manager worked closely with Huffines to create a new New-Patron policy which limits new patrons borrowing power to 5 books and 1 DVD. A library postcard will be sent to the address they provide and once they return said postcard, the patron will unlock their full borrowing power. The board unanimously agreed that this idea was a positive change for the library.

Huffines will be in Springfield Illinois for a conference from Tuesday through Thursday of next week.

Next month we will be bringing our community survey to the table for the first step of the Strategic Plan.

VIII. MANAGEMENT REPORTS

Adult Services: Statistics for reference desk questions are going up as Alex is more comfortable in the role and being present in helping patrons. Greene mentioned the section about GED exams in the report. Huffines replied that the library is working on being a stable location where people can take their exam online.

Circulation: Circulation Statistics for March were up as we are getting ready for summer. Food for Fines was also a big success with tons of donations being taken to FACC.

Youth Services: The Youth Department is going strong as always. The stuffed animal sleepover was especially successful. Also, new teen programming is slow to start but Huffines explained how that is expected with this age group and as time goes on they look forward to more attendees. Stambough - Hayes asked about the Summer reading theme. Huffines explained this year's theme: "All Together Now!"

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

In-Service Staff Training: Thursday, May 4th the library will open at 11am instead of 9am for staff training on the new patron policies and plans for Summer Reading.

A motion to change the hours to 11am - 8pm for staff training made by Kaufman and seconded by Reynolds.

DISCUSSION

None.

XI. ADJOURNMENT

Motion to adjourn at 6:50pm made by Stambaugh - Hayes and seconded by Kaufman.

Submitted by Kya Eckert