

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 10, 2023 – 6:00pm.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on May 10th, 2023. Board President Alan Greene presided and called the meeting to order at 6:01pm.

Members Present:

Betty Butler	LouAnn Stambaugh-Hayes (6:05)	Alan Greene
Renee Barr	Lucas Kramer	Julie Reynolds

Members Absent:

Linda Roderick	Mary Kaufman	RoseMarie Brubaker
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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 April 5th regular board meeting minutes was made by Butler and seconded by Reynolds.

V. FINANCIAL REPORT

Although Kaufamn was not in attendance, the board reviewed last month's budget report and balance sheet. Barr asked a question about the interest income line of the budget. Huffines explained how she budgets for interest, as it is an unpredictable income. Greene asked about the periodicals line being over budget. Huffines clarified how subscriptions for periodicals have gone up in price and are a one time payment for the year. She also made a note to double check the periodicals line.

A motion to accept the financial report for April was made by Kramer and seconded by Barr.

VI. PRESIDENT'S REPORT

None.

VII. DIRECTOR'S REPORT

Huffines reported everyone is looking forward to a busy summer!

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Admin: The Legal ARP has not been released to the public yet. A new timeline will be sent out to the board for when it is finalized. Also, Tasha Mazique from the Freeport Boys and Girls club will be appointed as a new board of trustees member on May 15th. Huffines mentioned really looking forward to working with her because of the youth department's connection to the Boys and Girls Club. The board discussed the role of board president and vice president as both terms are coming to an end. A decision was made to update the bylaws to allow longer terms. We will bring the bylaws to the June meeting although the election process has to stay the same for July.

Huffines talked about everything she learned at Directors University 2.0 last month, including the importance of a new law being passed in Illinois against book bans.

Personnel: The MOU for 10 hour days passed and was immediately implemented for one employee. At the in-service staff training last week, the staff were prepped for summer reading and learned about the new "new patron policy" that includes sending postcards out to verify addresses.

Continuing Education: Huffines proposed dipping into the Clock bequest to pay for continuing education travel expenses. This was brought up specifically due to an upcoming conference in Chicago charging about \$700 for the hotel stay. Huffines expressed her hesitance to spend property taxes on this expense, so she proposed supplementing the budget with the Clock bequest for next year. Stambough- Hayes replied suggesting we do it this year, and fit it into the budget for next year. Butler asked about the Clock bequest Huffines explained it is a large investment (around \$413,000) the library received that the foundation holds on to but the library board is in complete control of. It hasn't gotten much, if any, use since Huffines has been the director. The board discussed prioritizing and investing in continuing education, despite the cost. They finally agreed to take the expenses from the Clock bequest.

Facilities: Huffines provided some updates made for the cafe opening. Also, an HCAV supply fan failed and was replaced, but the repair was not included in the preventative coverage program. Huffines then asked the board about their opinion on options for people counters. Huffines explained the importance of accurate people counters. Greene said the price is worth the valuable information that can be used for grants to support the library. SensSource quoted \$7,600 including installation, people counters, and the software. Huffines answered the board's questions about options and they agreed it is a very important project to prioritize. The Administration team will compare prices with other companies and bring it back next month for a final decision.

The application for document disposal was approved so Eckert and Huffines are working on shredding old documents once a month.

Huffines also showed the board before and after photos of the server room, spotlighting all the hard work our IT person, James has put into cleaning it up.

VIII. MANAGEMENT REPORTS

Adult Services: There were 81 total attendees at Adult programs last month. "Lawyers in the Library" has picked up a lot of traction. Dianne has started doing one-on-one tech tutoring with patrons. Also, 37 shipments of books were sent out last month for sustainable shelving.

Circulation: March circulation was higher because of spring break, and circulation noticed a slight decrease in April. Katy attended the Building Your Management Toolkit conference in Orland Park last month. Also, there were 50 new patrons.

Youth Services: Spanish Storytime had attendees for the first time! Slowly but surely gaining traction with Spanish and teen programming. Huffines reviewed statistics for the month of April. Barr mentioned she is very impressed with the youth services department.

IX. UNFINISHED BUSINESS

None.

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X. NEW BUSINESS

Policy Review and Update: The board read and reviewed the new patron privacy policy, search warrant policy, & security camera policy.

Huffines explained where we are in the progress of updating our policy manual, and why these policies are important to have in place to protect patrons and staff..

A motion to approve the new 203. Patron Privacy policy, 400. Search Warrant policy, & 401. Security Camera policy as presented was made by Stambough- Hayes and seconded by Reylonds.

XI. DISCUSSION

Butler let the board know she is not able to attend the next two meetings. Stambough- Hayes and Greene will also be absent for the June meeting.

XII. ADJOURNMENT

Motion to adjourn at 6:53pm made by Barr and seconded by Reynolds.

Submitted by Kya Eckert