

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
June 14, 2023 – 6:00pm.**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on Month Day, Year. Board Vice President Julie Reynolds presided and called the meeting to order at 6:01pm.

**Members Present:**

|                   |               |                    |
|-------------------|---------------|--------------------|
| Renee Barr (6:05) | Tasha Mazique | RoseMarie Brubaker |
| Julie Reynolds    | Mary Kaufman  |                    |

**Members Absent:**

|                        |              |             |
|------------------------|--------------|-------------|
| LouAnn Stambaugh-Hayes | Lucas Kramer | Alan Greene |
| Betty Butler           | Alan Greene  |             |

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**

Motion to approve the May Minutes, with a minor spelling correction, was made by Brubaker and seconded by Kaufman.

**V. FINANCIAL REPORT**

The financial report was reviewed by Kaufman. First she noticed an increase in interest income. Then, Huffines reviewed the periodicals line and explained how a bill was incorrectly entered so it has been moved to its appropriate line. The Janitorial supplies line had been overspent, so it will not be used for the remainder of the year. Kaufman asked about foundation expenditures and Huffines explained how that line reflects library donations. Then, Kaufman mentioned taking a look at the savings bonds. She recommended talking to the city's finance department to check if State Bank cashes savings bonds. Huffines plans on talking to the foundation treasurer about getting those cashed. Ashley also mentioned the library might see its first big tax deposit next month.

A motion to accept the financial report was made by Barr and seconded by Brubaker.

**VI. PRESIDENT'S REPORT**

On behalf of the entire board, Reynolds welcomed the newest member, Tasha Mazique.

**VII. DIRECTOR'S REPORT**

First, Huffines introduced Tasha to the board. She said we are especially excited to work with her to strengthen the library's relationship with the Boys & Girls Club.

Huffines talked about her new project the former city manager was working on, The Art Commision.

The city's finance department is starting the budget process early for FY2024. Huffines will most likely be presenting the new budget to the city council as soon as August this year.

Channel 23 news was at the library to interview Huffines & Dianne Ludwig on the importance of the new library law. Under this new law, Illinois public libraries can only access state grants if they adopt the American Library Association's Library Bill of Rights, which stipulates that "materials should not be proscribed or removed because of partisan or doctrinal disapproval." The Freeport Public Library has already been following the ALA Library Bill of Rights and is in full support of this resolution. The news story went live Tuesday morning. Reynolds told Huffines she was pleased to see it on TV and the board discussed the positive outcomes of the news story being broadcasted.

The cafe is steadily moving towards an opening date. They just passed their health inspection and we look forward to announcing a grand opening!

Helm completed the seasonal preventative maintenance on the HVAC system.

Through Huffines research in people counters, she found a much cheaper option that uses the camera security system we already use to get an accurate read on people traffic.

Huffines showed the board the new FPL Board of Trustees Resource Site. This is a google site Eckert put together containing current and past agendas and minutes, board member information ,meeting dates, policies to review and directors and managers reports. Having all of these documents in one place will be really helpful for board members to access whenever/wherever and be better prepared for future board meetings. The board received it very well and looks forward to navigating the site. Huffines explained that the idea is to gradually move away from paper board packets, aside from the financial reports, and save time and resources by having it all accessible online.

**VIII. MANAGEMENT REPORTS**

Adult/ Tech Services: Dianne is on vacation for 2 weeks. We have had 55 attendees at programs. The Lawyers in the Library program has been discontinued due to staffing issues. Huffines confirmed she will be reaching out to encourage PrairieState Legal to continue this important service.

Circulation: Circulation went down slightly in May but we can expect a big increase in numbers for June. Huffines reported statistics for e-books and wifi hotspots are doing really well. Also, the puzzle display helped double the check outs for puzzle circulation. The new patron postcard procedure is proving to work really well for staff and patrons, and in May we signed up 94 new patrons.

Youth Services: Huffines reported 1268 attendees for youth programs in May. Amanda has been doing tons of outreach to tell everyone about summer reading. In 2022 - there were 291 people registered at this time of year and in 2023 - we have 372 registered! And this number continues to rise. There were a whopping 350 attendees at the Summer Reading Kickoff party earlier this month. Storytime and Slime attendance has shot way up this year as well. Tasha shared a picture of her teenage kids at the multigenerational blanket volunteer project yesterday.

**IX. UNFINISHED BUSINESS**

None.

**X. NEW BUSINESS**

Social Software Policy: The purpose of this policy is to protect the library when it comes to people engaging with the library's Facebook account. This policy outlines what we allow on our Facebook page as well as giving the library the power to block a user, delete/hide comments, and filter content on our page. Once approved, this policy will be available on our website with other public policies.

A motion to adopt the Social Software Policy for Patrons as presented to the board was made by Kaufma and seconded by Brubaker.

Updated ByLaws: Every July, the board of trustees holds an election for officers. The ByLaws used to say the president and vice president could not serve longer than 2 years. We removed this so there is no longer a term limit.

A motion to accept the revision to the bylaws for article 2 number 4 was made by Kaufman and second by Barr.

**XI. DISCUSSION**

The board complimented Eckert on their work for the new resource site.

**XII. ADJOURNMENT**

Motion to adjourn the meeting at 6:52pm was made by Kaufman and seconded by Brubaker.

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Submitted by Kya Eckert