

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 9, 2023– 6:00pm.**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on August 9th, 2023. Board Vice President Julie Reynolds presided and called the meeting to order at 6:05pm.

**Members Present:**

Betty Butler	LouAnn Stambaugh-Hayes (6:18pm)	RoseMarie Brubaker
Julie Reynolds	Lucas Kramer	Mary Kaufman

**Members Absent:**

Tasha Mazique	Renee Barr	Alan Greene
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Also, present, Executive Director Ashley Huffines and Youth Services Manager Amanda Meyers..

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 June 14th meeting minutes was made by Kaufman, and seconded by Brubaker.

A motion to approve the July 12th meeting minutes was made by Butler, and seconded by Kramer.

**V. FINANCIAL REPORT**

Kaufman reviewed the financial reports for June and July. She mentioned expecting the first payment of taxes. Huffines confirmed that it has been received and explained that one half comes midway through the year, and the second half generally comes sometime between September and October. Mary also said the library is receiving more than initially budgeted. Interest income is reporting as much higher than anticipated as well.

A motion to accept the financial reports for June and July was made by Brubaker, and seconded by Kramer.

**VI. PRESIDENT'S REPORT**

None.

**VII. DIRECTOR'S REPORT**

Huffines reviewed her Director's report with the board including the following highlights.

- August 5th was the last day of Summer Reading.
- Huffines is the new president of the PrairieCat Administrative Council.
- The library presented the first draft of the 2024 budget this month and the board is aiming to pass the final budget at the September or October meeting.
- Stephanie Koertner submitted her two week notice and had her last day on July 26. We should have the position filled by August 23.
- HVAC – July 18 was the walkthrough with BernersSchober. The library has not received the official report yet, but Huffines told the board she knows that there will not be a recommendation to completely replace the HVAC system.
- IT new hardware added to the server to upgrade the security camera software to add people counting, she is looking to have this completed in September.
- Huffines volunteered for Tutty Baker Fest and sat at the Library's and the City's booth at the Stephenson County Fair.

Huffines went over all the meetings she attended in the month of July and aided the board members in navigating the new board portal on the chromebooks.

### **VIII. MANAGEMENT REPORTS**

Youth Services: Amanda presented her Youth Services Report to the board, highlighting her successes during Summer Reading 2023! This summer was even busier and better than last year! She explained the different reading levels and how summer reading works to the board. She talked about the prizes that kids earned for meeting reading goals. Also, despite this being their first year in charge of teen programming, she reported great participation and attendance statistics compared to previous years. She went over all the awesome summer reading programs including Scribble Monster, Absolute Science, and the Mississippi River Museum's Touch a Snake event. Then she talked about all the fun we had at the End of Summer party, with a total attendance of around 400 people! Amanda and Charissa are already discussing how to make next year's party even bigger and better. Huffines explained how we planned for people who didn't participate in summer reading to attend by charging a \$5 donation to the Library Foundation. The board congratulated Amanda on her success!

Adult Services: Huffines reported the adult services programming statistics. She shared the success of the Authors' Fair at Tutty Bakers fest. Sustainable shelving program no longer recycles books as a part of their program. Also, the library will be selling some of the weeded collection at a book sale next week.

Circulation: Huffines reported that circulation was up in June but down in July. She said this is normal fluctuation when you account for the holiday and the fair. Circulation reported 104 new patrons last month.

Capybara Cafe launched their soft-opening in July. The grand opening was at the beginning of the month and they have been slammed since!

### **IX. UNFINISHED BUSINESS**

None.

### **X. NEW BUSINESS**

Policy Review and Update: Community Service Policy & 102. Procedure for Obtaining Public Information Policy

A motion to accept the new Community Service Policy was made by Kaufman, and seconded by Stambaugh-Hayes. Motion passes 6-0.

A motion to accept 102. Procedure for Obtaining Public Information Policy as presented with discussed update was made by Kramer, and seconded by Stambaugh- Hayes. Motion passes 6-0.

Board Officer Elections: The Board of Trustees Bylaws were updated in June, by request. We were going to have elections last month but did not meet a quorum.

A motion to reelect Kaufman as Financial Secretary was made by Reynolds, and seconded by LouAnn. Motion passes 6-0.

A motion to reelect Reynolds as Vice President was made by Kaufman, and seconded by Butler. Motion passes 6-0.

A motion to reelect Greene as President was made by Kaufman, and seconded by Butler. Motion passes 6-0.

### **DISCUSSION**

None.

### **XI. ADJOURNMENT**

Motion to adjourn at 7:03pm made by Kaufman and seconded by Stambaugh-Hayes.

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Submitted by Kya Eckert