

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 11, 2023 – 6:00pm.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Board Room on October 11, 2023. Board President Alan Greene presided and called the meeting to order at 6:00pm.

Members Present:

Notice is hereby given that a majority of a quorum of the members of City Council of the City of Freeport may be present at the above-referenced meeting. No action on the part of City Council will be taken.

Betty Butler	LouAnn Stambaugh-Hayes	Tasha Mazique (left at 6:20pm)
Lucas Kramer	Julie Reynolds	Alan Greene
Renee Barr	RoseMarie Brubaker	

Members Absent:

Mary Kaufman		
--------------	--	--

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

(Barr/Butler) Motion to accept the September 13th Board Meeting minutes.
7 in favor/0 opposed. Motion Carries.

V. FINANCIAL REPORT

In Kaufman's absence, Huffines reviewed the finance report from September. They discussed how 21% of the 2023 budget is remaining. Huffines also spoke about meeting with the city finance director to discuss the 2024 budget. She informed the board that the budget and appropriation will be going differently this year, because with a new city council, it is best to reappropriate as little as possible to avoid confusion.

(Kramer/Brubaker) Motion to accept the financial report.
7 in favor/0 opposed. Motion Carries.

VI. PRESIDENT'S REPORT

Greene mentioned that a community member brought to his attention that there is no signage on the north/west side of the building. He suggested looking into getting a sign for that side of the library and Huffines agreed.

VII. DIRECTOR'S REPORT

This Month in the Library: Huffines started her report with celebrating consistent program attendance and high volume of room reservations.

Administration: Huffines talked about the The Cissy Barney Memorial fund.

Huffines attended the strategic planning sessions for the city. In the past, the board has asked Huffines to create a strategic plan for the library on her own, but she suggested hiring a professional to help. Reynolds asked how much something like that would cost and the board discussed a budget for this project. Butler asked what a strategic plan is for and Huffines explained the purpose of a strategic plan, specifically in terms for the library. Greene told Huffines to find some options and bring them to the table.

Personnel: The management team is working together to cover each other for various leaves in the fall. The next staff-in-service training will be to educate the staff on disaster preparedness and how to handle difficult patrons.

Facilities: Huffines spoke about her meeting with Fehr Graham and the proposal for the creation of a long term HVAC plan. She also mentioned issues with Crystal Image Cleaning.

IT: No new updates on IT issues.

Huffines went over outreach and meetings she attended.

2024 Draft Budget: Huffines presented a version of the budget to city council a few weeks ago. She explained the adjustments that were made and she will be working with the finance director to get the budget to its final draft next month. Expect no major differences, everything should be in line with how the budget looks every year.

VIII. MANAGEMENT REPORTS

Adult Services: Huffines reviewed statistics for adult programming. There were 6 deliveries to retirement communities and Adult Services Manager Dianne Ludwig attended an outreach continuing education event in Elgin last month. Also, GED Classes are being held at the library 3 days a week.

Circulation: Circulation statistics have finally dropped after Summer Reading, but still relatively high for the fall. Circulation Manager Katy Weigert is attending Leadership Institute at Highland Community College. WE have also added a new e-book resource called Boundless, formerly known as E-Read Illinois. We now have 3 different platforms for people to access ebooks and audiobooks. Hoopla usage is going up. She also reported 66 New patrons in the month of September.

Youth Services: Huffines explained plans for 1000 Books before Kindergarten, a new youth program that encourages parents to read to their children in preparation for starting school. This will be a program that is always running in tandem with the other youth programs. We handed out 40 pumpkins for the Book Character Pumpkin Decorating Contest. Huffines also reviewed new youth & teen programs introduced last month.

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

Savings Bonds: Huffines talked about where the money could be deposited and what it could be used for. The board discussed options like technology updates or saving it for HVAC repairs in 10 - 20 years. There are two

bonds that will not mature until December 2023. Brubaker asked about interest and which type of accounts would grow.

(Reynolds/Kramer) Motion for the Library Director and Financial Director to redeem mature savings bonds, both those that are mature and those that will mature in December, and deposit them into the State Bank capital equipment fund.

7 in favor/0 opposed. Motion Carries.

2024 Holiday Schedule: All of the holidays fall on normal library business days, so no adjustments need to be made.

(Brubaker, Barr) Motion to approve the 2024 Holiday Closures as presented

7 in favor/0 opposed. Motion Carries.

2024 Meeting Schedule: No adjustments need to be made.

(Kramer, Reynolds) Motion to approve the 2024 Meeting dates as presented.

7 in favor/0 opposed. Motion Carries.

Staff Training Closure: The library will be closed until noon on Thursday, November 16th, 2023 for staff training.

(Butler/Brubaker) Motion to approve closing the library on Thursday, November 16th, 2023 until 12pm for staff training.

7 in favor/0 opposed. Motion Carries.

XI. DISCUSSION

None.

XII. ADJOURNMENT

(Barr/Butler) Motion to adjourn the meeting at 6:36pm.

7 in favor/0 opposed. Motion Carries.

Submitted by Kya Eckert