

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 13, 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 December 13th, 2023. Board President Alan Greene presided and called the meeting to order at 6:02pm.

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.

Members Present:

Lucas Kramer	LouAnn Stambaugh-Hayes	Mary Kaufman
Tasha Mazique	Alan Greene	

Members Absent:

RoseMarie Brubaker	Julie Reynolds	Renee Barr
Betty Butler		

Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

New Business moved from Item 6 to Item 4. Huffines also acknowledged the incorrect date on the December meeting agenda.

III. QUESTIONS/COMMENTS FROM THE PUBLIC/MEDIA

None.

IV. NEW BUSINESS

Action: Approval of the Non-Resident Fee for 2024. Huffines reviewed the formula for how the state calculates the non-resident fee totalling \$94.31. She suggested we keep it the same with the reasoning that a \$2 increase is not worth it to change. Kaufman asked what the census was for non-residents. Huffines replied we can get that number for the beginning of next year.

(Kaufman/Stambaugh-Hayes) Motion to keep the Non-Resident fee at \$92 for 2024, and that we are electing to participate in the non-resident fee.
5 in favor/0 opposed. Motion Carries.

V. APPROVAL OF MINUTES

Kaufman said to remove the duplicate Alan from last month's minutes.

(Kramer/Kaufman) Motion to approve the minutes from the meeting on November 8th, 2023 with the discussed change.

5 in favor/0 opposed. Motion Carries.

VI. FINANCIAL REPORT

Kaufman took a nice little gander in the revenue line and said interest income is looking really good. She reviewed the expenses and commented on the few lines under and over budget. Overall, still very well within the budget for 2023. The board congratulated Huffines on all the great work this year. Greene asked how long the Midwest Community Bank lines will be on the books, Huffines will talk to the finance director and provide a timeline for the next meeting..

Motion to accept the November 2023 financial report.

5 in favor/0 opposed. Motion Carries.

VII. PRESIDENT'S REPORT

None.

VIII. DIRECTOR'S REPORT

Standards for 2024 Per Capita Grant: Huffines reviewed the highlighted areas in the document, which are projects the library should complete in the next year. Items included strategic planning with a consultant, annual performance review, a succession plan, a benchmarking study, building facade and use of space, a safety checklist, reference policy, a policy aimed specifically towards serving youth, training and adaptive equipment for youth with disabilities, and others, all of which will be presented to the board upon completion.

We have noticed an expected decrease in Circulation statistics, but programs and computer use are still steady. For the staff, we are preparing a holiday cookbook, a potluck, and staff holiday dinner.

For facility maintenance, We're still waiting on a quote from Fehr Graham. They are coming to the library to look at our tuck-pointing (masonry/brickwork) to see if we should be included on the City's tuck-pointing contract. Also had a toilet seat fixed and completed the annual fire inspection.

For IT: The people counting software isn't working the way we need it to so expect to review that again in January. Entre and Huffines have worked together to transition to a new technician at the beginning of the year as well. Now's a good time for the transition because we are at a good stopping point in our IT projects.

Huffines reviewed her outreach and meetings including the Women's Enrichment Network social today, at which everyone raved about Capybara Cafe's catering!

Mazique and Stambaugh-Hayes were dismissed from the meeting at 6:26pm.

IX. MANAGEMENT REPORTS

Adult Services: Kaufman and Greene expressed interest in the lecture on AI that took place last month. Notary and Tech Help appointments have been going well. Study rooms are getting lots of use also.

Circulation Department: Seasonal plexiglass was put back up at Circulation last month. Huffines reported information about the circulation manager, Katy Weigert, attending Leadership institute. Also, Libby and Overdrive are getting lots of use. Based on other communities our size, FPL is getting significant usage for hoopla. We signed up 75 new patrons in November..

Youth Services: We hosted the Frosty Family fun night with FHN and 70 kids and 50 adults attended. Huffines reviewed the Youth Services statistics, popular programs, and outreach.

X. UNFINISHED BUSINESS

None.

XI. DISCUSSION

None.

XII. ADJOURNMENT

Meeting adjourned at 6:33pm.

Submitted by Kya Eckert