

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 13, 2023– 6:00pm.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on Wednesday, September 13, 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	Alan Greene	Renee Barr (6:01 pm)
Mary Kaufman	Lucas Kramer	RoseMarie Brubaker
Julie Reynolds		

Members Absent:

Tasha Mazique	LouAnn Stambaugh-Hayes	
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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

(Brubaker/Kramer) Motion to accept the minutes from the meeting on August 9th, 2023. 7 in favor/0 opposed. Motion carries.

V. FINANCIAL REPORT

Kaufman reviewed the financial reports for August 2023. Funds from the foundation are being used to balance the over-expenditures of the education and travel line and this will be reflected in the budget appropriation in December. Kaufman noticed the marketing budget has not been utilized as much as projected. Huffines let the board know that FPL "swag" is in the works. Greene asked about the periodicals line to which Huffines replied that the finance department made a journal entry to indicate

the previous error, but this had an odd effect on how the budget looks. Kaufman also commented on the installments of property taxes coming in for the second half of the year.

(Reynolds/Barr) Motion to accept the financial reports for August 2023. 7 in favor/0 opposed. Motion carries.

VI. PRESIDENT'S REPORT

Greene apologized for his absence at the last meeting.

VII. DIRECTOR'S REPORT

This Month in the Library: Huffines reported she was pleasantly surprised to see an increase in circulation for August. In previous years, the library notices a slight dip in circulation statistics after Summer Reading, but not this year!

Administration: Huffines spent a large portion of her time last month reviewing and preparing the budget and disaster plan.

Personnel: New hire Alecia Paliero, has been doing a great job as our newest Clerk 4. Huffines received a two weeks' notice from Scott Fischer. Huffines and the team wish him nothing but the absolute best! We should have a new hire in the next 4 weeks.

The team is looking to establish two in-service staff trainings a year. The fall training will be to educate staff on disaster preparedness and how to handle difficult patrons.

Facilities: We had a few repairs to toilets in the building. The board reviewed the HVAC assessment from Berners Schober. The full summary states that the systems have been well-maintained and are in good condition. There is no need for equipment replacement at this time. They estimated another 5-10 years with proper upkeep. Huffines recommended that we create a long term repair plan for the system. She also suggested she speak with Fehr Graham to come up with options. Reynolds asked if that would be a good idea. Huffines replied that a conversation with Fehr Graham would not cost the library up-front, and her main concern is finding the funding when big updates do need to be made. Greene said we are not alone in this, as the schools are also in the same boat with many of the repairs that will eventually need to be made. Huffines made it clear that she is open to speaking with any other engineering firm and that we could reach out for a quote. Butler commented that she trusts Fehr Graham, and getting in touch with them because of their good reputation, is a good start. Greene voiced his agreement.

IT: Entre & Computer Dynamics are continuing to work on uploading the appropriate camera software for people counting. Our goal is to have this project completed by January 2024.

Huffines went over outreach and meetings she attended. She also spoke about a new partnership collaboration with the Freeport school district for a parent engagement night.

VIII. MANAGEMENT REPORTS

Adult Services: Adult Services Manager Dianne Ludwig and Circulation Manager Katy Weigert are working together on a new outreach program for senior citizens. There is also new programming for adults with developmental disabilities. Last month, the staff painted a square for Paint the Port, as seen on Facebook.

Circulation: Alicia has proven to be a quick learner and is doing well as a clerk. As mentioned before, circulation is up from July. Huffines highlighted the statistic of 108 new patrons for the month of August.

Youth Services: Storytimes are going strong, as always. Huffines reviewed the statistics for last month's youth programs. She also informed the board about a new project the Youth Department is working on called 1000 Books before Kindergarten, which encourages parents to help their children develop reading skills and prepare them for starting school. Hopefully, next month we will have everything ready to show off to the board. Amanda started fall outreach and we have started a Teen Advisory Committee to help tailor programs to what kids are interested in.

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

Review of FY2024 Draft Budget: Huffines explained this first draft of the budget is "very much a draft." The board went over plans for the library's funds next year including wage increases. The board commended Ashley for the hard work she put in to advocate for the library. Although, lots of things are still up in the air at this point in the year. Huffines also told the board that if anyone is looking for more information about the 1% sales tax increase, check the City of Freeport website for the press release posted today (Sept. 13.) Greene asked about the "Other Rental Fees" line and Huffines replied that line is to account for Capybara Cafe.

Review of Disaster Plan Draft 1: The board reviewed Huffines draft for the emergency disaster plan. She explained the purpose of the plan and what it includes. There are definitions, objectives for the plan, preventative actions, and duties of the management team specifically in regards to if a disaster were to occur. Then, the document goes into detail on specific steps for each type of disaster and maps of the building including locations of AEDs, fire extinguishers, and more. As we continue on in this process, Huffines will bring completed sections to the board to review.

Holiday Closure Discussion and Update: Huffines informed the board that when the holiday falls on a Saturday, the library is closed for 2 days. The library will be closed on the actual holiday for Veterans Day 2023. Then, the library will also be closed the Friday before for the full time employees to get their paid holiday. For part-time staff, their schedules will be adjusted so they aren't missing any hours that week.

(Kaufman/Reynolds) Motion to close the library on Friday, November 10th, as well as Saturday with compensation discussed. 7 in favor/0 opposed. Motion carries.

XI. DISCUSSION

None.

XII. ADJOURNMENT

(Reynolds/Butler) Motion to adjourn at 6:53pm. 7 in favor/0 opposed. Motion carries.

Submitted by Kya Eckert