



**FREEPORT PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 10th, 2024 – 6:00pm.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Board Room on January 10th, 2024. Mary Kaufman 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:

Renee Barr	RoseMarie Brubaker	Lucas Kramer
Mary Kaufman	Tasha Mazique	

Members Absent:

Betty Butler	Alan Greene	Julie Reynolds
LouAnn Stambaugh-Hayes		

Also, present, Executive Director Ashley Huffines. Kya Eckert acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

We will not be going into executive session, so updates to job descriptions will be discussed in New Business.

III. QUESTIONS/COMMENTS FROM THE PUBLIC/MEDIA

None.

IV. APPROVAL OF MINUTES

(Barr/Kramer) Motion to approve the minutes from the December 2023 meeting.
5 in favor/0 opposed. Motion Carries.

V. FINANCIAL REPORT

Kaufman reviewed the end of the 2023 budget report and balance sheet. With the fiscal year ending December 31st, 2023, all of the lines are close to zero. Kaufman reported that last year’s expenses landed slightly under budget and revenue came out a little higher than expected.

(Brubaker/Barr) Motion to accept the December 2023 financial report.
5 in favor/0 opposed. Motion Carries.

VI. PRESIDENT’S REPORT

None.



VII. DIRECTOR'S REPORT

Administration: Huffines reported December slowed down quite a bit, as expected. We also had a few employees out sick throughout the month but it seems like we are on the upswing of that.

Carol Maglietta, who was integral to the construction of the new library and was a library board member for 15 recently passed. Huffines talked about her memorial service and the donations the library received in her name.

Personnel: Our Youth Librarian's Assistant, Charissa Cady, put in her notice and her last day was January 5th. Huffines expressed her support and wished Charissa nothing but the best in her new job. She then explained the next steps in posting the job.

IT/Facilities: People counting is still not working correctly but we are making slow progress on that. Huffines discussed meetings with the Entre Systems technician and his boss. The bid for the masonry tuck-pointing is scheduled to go to council in the coming weeks. Huffines also mentioned the next steps in the document retention project that includes the disposal of electronic documents.

Outreach: Huffines reviewed her outreach and meetings in December including Women's Enrichment Network, City meetings, and communications with the city's attorney to discuss updates to job descriptions.

Board Portal Feedback: Kaufman expressed her opinions about using the portal. She finds it helpful and a greener alternative to using paper.

VIII. MANAGEMENT REPORTS

Adult Services: There were 32 attendees for adult programming last month. The mosaic tree craft was popular. Community outreach has been going well, but with bouts of illness at different assisted living facilities there were a few missed dates. Notary and tech help appointments are still strong as well.

Circulation Department: December is notoriously the slowest month of the year so weather depending, we will see if circulation stats go up for January. She reviewed statistics for digital collections along with new procedures for HotSpot usage to ensure the devices are returned. At the last meeting, Kaufman requested new patron demographics for age range. Katy Wiegert, Circulation Manager, was able to get some demographics pulled for us (see graph in circulation report).

Youth Services: Huffines and Amanda Meyers, Youth Librarian, went to the annual book sale at the Cooperative Children's Book Center at UW-Madison and saved the library hundreds on new books! Statistics for outreach and programs are strong as always. Meyers has also started working on summer reading for 2024. There were 8 teens for Journal Covers craft.

Marketing Report: Huffines reviewed Eckert's report for Newsletter and Facebook statistics. Highlights included reaching 1000 subscribers for the e-newsletter and increasing Facebook page visits by 263% in 2023.

IX. NEW BUSINESS

Policy Review and Update – Public Code of Conduct: This policy outlines the rules for anyone on library property, a few updates were made to the language of this policy but it is mostly the same as before.

(Kramer/Brubaker) Motion to approve policy 201: Public Code of Conduct as presented.

5 in favor/0 opposed. Motion Carries.

Reference Services Policy: This is a policy required to apply for state grants. We did not have one previously. This policy outlines the parameters for reference services staff provides to patrons. Kaufman



asked about adding the wordage “non-library devices.” Mazique concurred so Huffines proposed making a motion to accept the policy with the following updates.

(Barr/Mazique) Motion to approve 204: Reference Services policy with additional language discussed. 5 in favor/0 opposed. Motion Carries.

Review of Job Description: Huffines spoke with the lawyer asking if executive session is needed, as transparency is top priority. To avoid a closed session, no employee names will be mentioned.

The Youth Librarian Assistant position will be posted tomorrow. This is a full time, *non-union* position. The Lead Clerk position is a full time *union* position. Huffines proposes it will be helpful to strip the Youth Librarians Assistant position of the “manager on duty” responsibility and instead add the “manager on duty” responsibility to the Lead Clerk position. This way, the Youth Librarians Assistant can turn their full attention into the needs of the Youth Department and the Lead Clerk can have the ability to close the building. Huffines explained the Lead Clerk is already used to enforcing rules with patrons and supporting the staff. So, Amanda Meyers and Huffines discussed this and feel strongly that the change would be helpful to both positions. Huffines relayed the responsibilities related to the “manager on duty” role to the board. Also, the attorney has no problems with this change and there is a meeting scheduled with AFSCME to create a memorandum of understanding to the union contract.

Kaufman asked if any of the other “managers on duty” are union positions. Huffines responded that there are not, and this would be the only one. Kaufman asked if employees get to choose whether they are part of the union or not. Huffines replied that the position is either a union position or it isn't, it is not up to the individual. Members of the board voiced her support for this update including moving the Lead Clerk position up a labor grade.

(Brubaker, Barr) Motion to edit the job descriptions as presented including the adjustment of the labor grade for the Lead Clerk position.

5 in favor/0 opposed. Motion Carries.

X. DISCUSSION

None.

XI. ADJOURNMENT

(Kramer/Mazique) Motion to adjourn the meeting at 6:57pm.
5 in favor/0 opposed. Motion Carries.

Submitted by Kya Eckert