

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 13th 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 March 13th, 2024. Board Vice President Julie Reynolds 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:

RoseMarie Brubaker

Betty Butler

Mary Kaufman

Tasha Mazique

Julie Reynolds

Members Absent:

Alan Greene

Renee Barr

LouAnn Stambaugh-Hayes

Lucas Kramer

Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

Add Approval of the Closed Session Minutes from February 14th, 2024 to IV.

III. QUESTIONS/COMMENTS FROM THE PUBLIC/MEDIA

None.

IV. APPROVAL OF MINUTES

(Brubaker/Kaufman) Motion to approve the minutes from the February 14th, 2024 meeting.
5 in favor/0 opposed. Motion Carries.

(Butler/Mazique) Motion to approve the Closed Session minutes from the February 14th, 2024 meeting.
5 in favor/0 opposed. Motion Carries.

V. FINANCIAL REPORT

Kaufman was excited to say she received a message from Huffines that there is movement on the savings bonds. A balance is still listed under savings bonds, but they have been sent to the state for approval and eventually, will be deposited into the appropriate line items. She also commented that the interest income looks great. Huffines talked about the periodicals line and how an invoice for digital newspapers was entered

incorrectly so that has been fixed. Overall, Kaufman said everything looks very well within reason for the first two months of the year.

(Butler/Brubaker) Motion to accept the March 2024 financial report.
5 in favor/0 opposed. Motion Carries.

VI. PRESIDENT'S REPORT

None.

VII. DIRECTOR'S REPORT

2023 Year-End Review: Huffines showed the board the statistics review for 2023. Highlighted stats were 123,685 total circulation and an amazing increase in programming statistics including almost double attendance for offsite programming.

This Month: Working on several projects this month, and people traffic has increased as well. There will be a Town Hall meeting on Friday, March 15th in the library meeting room from 4-5:30 pm. All are welcome to join and learn about the 1% tax increase Safe Roads program.

Strategic Planning: Huffines reported she has engaged in a few phone calls with the strategic planning consultant, Emily Klonicki, and she is ready to see the marketing push go out for the community survey shortly. The next steps include scheduling the staff and board workshops. Scheduling for the board members was discussed. Huffines reminded the board that this is the first time in 5 years she has asked the board to be present to meet something outside of the board meeting time, and she doesn't foresee needing to do something like this before. The workshop will be about two hours long. The board agreed that it should not be held on the same night as a board meeting. Due to the limited board present at this meeting, Huffines confirmed they will take a poll to choose a date and time.

Personnel: Officially welcomed Bobby Shaw and Erin Schrader to the team. Both have learned a lot and are very passionate about working at the library!

Facilities: The main staircase is being recarpeted on Friday, March 15th. The library will remain open to the public, but the stairs will be closed. Patrons and staff will have to use the elevator during this time. Crystal Image will be washing the building's exterior windows for a great price. They also proposed a deep scrub and recoat for the concrete floors for about \$800. Huffines agrees we should move forward with this, but mentioned that the concrete floors will have to be addressed in the long term.

Huffines reviewed her outreach and meetings from February and the beginning of March. Kaufman voiced her support for Ashley's column in the Greater Freeport Partnership weekly newsletter; she thought the article was very well done.

MANAGEMENT REPORTS

Adult Services: There were 211 total attendees for Adult programming in February, most of which were from the American History Lecture series. Huffines reviewed Adult Service's Manager, Dianne Ludwig's report including a proctored exam and the first meeting for the selection committee for One Book One Freeport 2025. Butler commented on missing the Black History Month Exhibit this year. Huffines replied we had issues scheduling it for February, but we are looking forward to holding the exhibit later in the year.

Circulation Department: Huffines reviewed the Circulation Department demographics for new patrons and other statistics.

Youth Services: There were 532 total attendees for Youth Programming in February, 275 of which were in-house attendance. Pete the Cat is scheduled for 25 events this month for special Storytimes at schools and in the library. Youth Services Manager, Amanda Meyers is very excited about surpassing her 2022 programming statistics. She is also training the new Youth Librarian's Assistant, Erin Schrader.

VIII. EXECUTIVE SESSION

(Kaufman/Brubaker) Motion to enter Executive Session at 6:37pm
5 in favor/0 opposed. Motion Carries.

(Brubaker/Kaufman) moved to make a determination that the need for confidentiality no longer exists as to the minutes from the following closed session meetings or portions of minutes and that these portions should be made available for public inspection:

May 16th, 2017 - 3 ILCS 120/2(c)(1) Personnel
April 4th, 2018 3 ILCS 120/2(c)(1) Personnel

5 in favor/0 opposed. Motion Carries.

I. DISCUSSION

Kya spoke about the Racial Healing event, and the board discussed its positive impact and thanked the Admin Team for their work. The NAACP Racial Healing Committee held a National Day of Racial Healing event at the library on February 24th. The event was a great opportunity for the library to demonstrate its dedication to promoting diversity, equity, and inclusion. Kya spoke about the event, and the board discussed its positive impact and thanked the Admin Team for their work.

IX. ADJOURNMENT

(Kaufman/Brubaker) Motion to adjourn the meeting at 6:40pm.
5 in favor/0 opposed. Motion Carries.

Submitted by Kya Eckert