

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 14, 2022 – 6:00 p.m.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Board Room on September 14th, 2022. Board Vice President Julie Reynolds presided and called the meeting to order at 6:01 p.m.

Members Present:

| | | |
|------------------------|--------------------|-------------------|
| Betty Butler | Mary Kaufman | Renee Barr (6:10) |
| LouAnn Stambaugh-Hayes | RoseMarie Brubaker | |
| Julie Reynolds | Linda Roderick | |

Members Absent:

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| Lucas Kramer |
| Alan Greene |

Also, present, Executive Director Ashley Huffines.

Kya Eckert acted as Recording Secretary.

II. CHANGES/CORRECTIONS TO THE AGENDA

III. QUESTIONS/COMMENTS PUBLIC/MEDIA

IV. APPROVAL OF MINUTES

Motion to approve the minutes made by Rosemarie. Seconded by LouAnn. Motion passed.

V. FINANCIAL REPORT

Last month, a Per Capita grant of over \$35,000 was issued to the library.

Kaufman noticed the library was over budget for building maintenance. Huffines explained how they prepare the budget line by line - this includes tracking the differences and re-coding items that were entered incorrectly. Another reason that account is so high is from a recent project including Ahern and Otis Elevator Company, along with repairs from Helm. The library made a lot of updates with lighting as well, getting things up to building standards.

Final budget will be ready next month. The board can expect budget appropriations in November or December.

Motion to accept the financial report made by Barr. Seconded by Stambaugh-Hayes. Motion passed.

VI. PRESIDENT'S REPORT

VII. DIRECTOR'S REPORT

Circulation - between August and September, the decrease in patron traffic is significantly lower than previous years.

Personnel - The library recently hired a new clerk 4 and there are a few staff who are currently out on medical leave.

- Huffines is working with a lawyer to see if 10 hour work days are a possibility considering the AFSCME union. This was a request made by a library staff member. Huffines confirmed the library would love to provide this benefit.
- Staff worked together to throw a mini baby shower for an expecting employee.
- The library purchased a square for Paint the Port and the staff had a great time participating in that event.

IT Company- Huffines has chosen Entre Systems as their new IT company and are in the process of finalizing the transition with the board's approval. Entre's monthly pricing will be between \$800 - \$900 a month, a quarter less expensive than the previous company the library worked with.

- After speaking with the city, they decided it would be in everyone's best interest to keep the library IT separate from the city's.
- The Sundog IT quote was out of budget. Huffines explained Sundog would likely do an amazing job, but it would be financially unsound to choose them considering their pricing.

The Foundation received a generous donation of \$1000 in August.

Huffines had a few meetings last month with the city's HR department about medical leave, along with budget meetings with finance teams.

Eckert teamed up with Amy Korte from FACC to move almost all of the surplus items from the library. They look forward to seeing library furniture get more use in their offices and living spaces.

The library's document retention application is currently going to the state for review. The library plans to be able to start disposing of excess documents at the beginning of the new year.

Stambaugh-Hayes asked about the Pretzel City Authors' Fair attendance, Huffines estimated around 100 people attended and 14 authors. Marketing materials were created and distributed through the library which included a facebook event, multiple facebook posts, a facebook story, press releases in the journal standard and village voices, flyers within the library and multiple other locations, a graphic in the GFP newsletter, and yard signs around town.

VIII. MANAGEMENT REPORTS

Adult Services - Second Annual Pretzel City Authors fair was a success as shown in the Director's Report. Dianne had 11 notaries last month.

Circulation - Statistics went down by less than 100 for the month of August.

- Curbside pickup statistics continue to decrease.
- After marketing our Hotspots, the circulation for those almost doubled from a 35 per month average to 66 borrowed in August.

Youth Services - Amanda reported 987 total attendance in house programs for the month of August, 400 of which were for the Touch a Shark event.

IX. UNFINISHED BUSINESS

Munchies Proposal - the Library has moved on from this proposal as the owner has not attempted any communication with Huffines or the board since the original contact. It was also taken into consideration that the business recently moved locations to just 2 doors down from the library.

X. NEW BUSINESS

First draft of the 2023 budget - Huffines explained the lines of the draft budget and the changes compared to the previous years. Employee raises were calculated into the budget, along with an expected increase in bequests.

Generally, the rest of the numbers stay the same. Huffines confirmed that board members can expect the final budget next month.

The Librarian's Assistant position will be transitioned from part time to full time January 1st of 2023 and Huffines reviewed the great benefits of this change. It's important that this transition is reflected into the staffing budget to make sure there are no obstacles especially with the union. Huffines is confident that Charissa is the right fit and increasing her hours will be a huge help not only to Amanda and the Youth Services Department, but to Dianne and the Adult Services Department as well.

- Upcoming changes- "DVD" lines will be changed to better reflect the library's multimedia collection.
- Hoopla - the Library is looking to invest in this online resource for ebooks, movies, music and more.

Bylaws Annual Review and Revision - Huffines explained the need for annual review of the bylaws. Huffines recommendations include:

- The Treasurer position changed to finance director.
- Remove the secretary position as Eckert and Huffines fulfill these roles
- Change the pronouns "he or she" to they/them/theirs for inclusivity.
- Removing the section about publishing content from the board in the newspaper
- Removing the "annual meeting" required in July.
- The section on special meetings to be updated to include the Executive Director.

The board agreed to allow Huffines and Eckert to make the above edits to the bylaws for review at the next meeting.

Motion to transition to Entre Systems for our IT services made by Kaufman, seconded by Brubaker.

XI. DISCUSSION

XIV. ADJOURNMENT

Kaufman made the motion, seconded by Stambaugh-Hayes to adjourn at 7:00 pm.

Submitted by Kya Eckert

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