

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 13, 2019 – 6:00 p.m.**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library's Boardroom on February 13, 2019. President Jim Ferrar presided and called the meeting to order at 6:00 p.m.

Members Present: Nan McMurray Sue Bukas Gwen Crow
 Jim Ferrar Jim Bienlien Rebecca Quiggle
 Kelly Chesney

Members Absent: Nita White, Jennie DeVine

Also present were Executive Director Ashley Huffines, Youth Services Amanda Meyers, and Adult Services Supervisor Dianne Ludwig, and Circulation and Outreach Coordinator Geoff Graham.

II. CHANGES/CORRECTIONS TO THE AGENDA

III. QUESTIONS/COMMENTS - PUBLIC/MEDIA

IV. WELCOME OF NEW BOARD TRUSTEE

Board President Jim Ferrar introduced new board member Kelly Chesney to the member of the board and staff.

V. APPROVAL OF MINUTES

- A. Regular Meeting: Rebecca Quiggle moved and Gwen Crow seconded to approve the regular minutes of the January 9, 2019. Motion carried.

VI. FINANCIAL REPORT

Nan McMurray moved and Rebecca Quiggle seconded to accept the accompanying Financial Reports for January 2019. Motion carried.

VII. PRESIDENT'S REPORT

President Jim Ferrar welcomed Kelly Chesney to the board replacing Larry Pittsley. He also reviewed the board member term expiration dates to determine which members terms expired in May of this year. That included Sue Bukas, Jim Bienlien, Kelly Chesney and Gwen Crow. Gwen and Kelly indicated that would accept an additional term. Jim went over the draft FY 2019B and FY2020 budgets that Director Huffines had prepared. Jim also handed the latest listing of committees and their membership.

VIII. DIRECTOR'S REPORT

Executive Director Ashley Huffines continued the review of the two fiscal year draft budgets. Further, she discussed the status of the IT contract with outside vendors. She then discussed the effect the

severe weather has had on the library and the excellent attitude maintained by the staff. She also discussed the impact the newly passed minimum wage law passed by the state will have on the library. She highlighted her outreach activities the past month and reported that one staff member, Alexis Avila had resigned to take a position elsewhere.

IX. MANAGEMENT REPORTS

Youth Services, Adult Services, and Circulation and Outreach Supervisors presented their reports of activities and events completed during the month including the NEA Big Read book kickoff, future history lectures, community activities, utilization of volunteers, staffing with each area, the success of the “slime” workshops, stuffed animal sleepover and the new remodeling grand opening on March 9.

X. COMMITTEE REPORTS

- A. Building and Grounds Committee: President Ferrar went over the minutes of the Building and Grounds Committee meeting held on January 22, 2019. The committee basically reviewed the five-year Capital Improvement Plan that Executive Director Huffines developed and prioritized items needing the most immediate attention and that was the roof followed by the parking lot.

XI. UNFINISHED BUSINESS

- A. Staff Training: Executive Director Huffines discussed the staff training plans that she was developing and scheduling. These sessions centered around staff addressing situations with their interaction with the public.

XII. NEW BUSINESS

- A. The need for a committee to review the minutes from previous “closed sessions” to identify which could be made public was made known. Rebecca Quiggle, Nan McMurray, and Gwen Crow agreed to serve on that committee and they would meet on Monday, February 18 at 9:00 am in the library.

XIII. DISCUSSION

XIV. ADJOURNMENT

Meeting was adjourned at 6:55 p.m.

Submitted by Board President Jim Ferrar.