

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 21, 2018 – 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 21, 2018. President Jim Ferrar presided and called the meeting to order at 6:00 p.m.

Members Present: Jim Ferrar Jim Bielien
 Liz Gridley Rebecca Quiggle
 Jennie DeVine Scott Haugh
 Barb Green Larry Pittsley

Members Absent: Nita White

Also present were Executive Director Emily Klonicki, Head of Adult Services Laura Keyes, Circulation and Outreach Coordinator Geoff Graham.

Laura Keyes acted as Recording Secretary.

Board President Jim Ferrar introduced Executive Director Emily Klonicki to the board members.

II. CHANGES/CORRECTIONS TO THE AGENDA

Scott Haugh moved and Liz Gridley seconded to change the agenda to accommodate the guests attending the meeting for public comment.

III. QUESTIONS/COMMENTS PUBLIC/MEDIA

Walter Coffey and his wife Anna Coffey of Freeport, Illinois told the board of his dissatisfaction with the protection he has found in the library. Mr. Coffey specifically asked for a longer suspension for juveniles that strike other kids. Mrs. Coffey spoke about how she has heard disturbing language when she is in the library. Board President Ferrar thanked the Coffeys for their time.

IV. APPROVAL OF MINUTES

- A. Scott Haugh moved and Rebecca Quiggle seconded to approve the regular minutes of the January 10, 2018 Board of Trustees meeting. The motion carried.

- B. Scott Haugh moved and Rebecca Quiggle seconded to approve the Finance Committee minutes of the January 22, 2018 meeting. The motion carried.

- C. Scott Haugh moved and Larry Pittsley seconded to approve the Finance Committee minutes of the February 15, 2018 meeting. The motion carried.

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V. FINANCIAL REPORT

Scott Haugh moved and Barb Green seconded to accept the accompanying Financial Reports for January 2018. Motion carried. Discussion followed.

VI. DIRECTOR'S REPORT

Director Klonicki reported that she has been working on the FY19 budget as well as revisions to the FY18 budget. She informed the Board of a new expected donation of around \$20,000 from deceased Freeport resident Aletha Hunt's estate to the Foundation.

VII. MANAGEMENT REPORTS

Laura Keyes gave the Adult Services report

Anna Doyle was absent

Geoff Graham gave the Circulation and Outreach report

VIII. COMMITTEE REPORTS

- A. Administrative Committee: did not meet

- B. Finance Committee: The finance committee met on Thursday, February 15, 2018. See attached minutes. Board President Jim Ferrar went over result of finance committee meeting. Discussion followed.
 - a. FY18: Board President Jim Ferrar announced that the Freeport Public Library Foundation has agreed to provide \$15,000 extra to help cover the deficit. Larry Pittsley moved and Rebecca Quiggle seconded to take the remaining FY18 deficit from our reserves. Motion carried.

 - b. FY19: Executive Director explained the FY19 proposed budget draft to the board and discussion followed. Scott Haugh made a motion and Liz Gridley seconded to approve the FY19 draft budget. Motion carried.

- C. Building and Grounds Committee: did not meet

IX. UNFINISHED BUSINESS

- A. Clock Bequest: Board President Jim Ferrar told the board the second clock bequest check has already been given to the foundation, but that the library hired Attorney Phillips to find out if the initial Clock bequest can be transferred from the library reserves to the foundation. Also Attorney Phillips is seeing if we can move a \$5,000 CD over to our operating funds. Discussion followed.

X. NEW BUSINESS

- A. Executive Session Committee: Executive Director Klonicki explained the need for having the Executive Session minutes reviewed. Rebecca Quiggle and Scout Haugh

volunteered to be on the committee to review the Executive Sessions.

- B. Review and Approve Library Trustee Position Description: Board President Jim Ferrar discussed the position description for Library Board Trustee. Discussion followed.
- C. Review of City of Freeport Resolution 2018-85: Board President Jim Ferrar presented and discussion followed.
- D. Policy Review:
 - i. Borrowing Guidelines: Executive Director Klonicki passed our document showing changes. Discussion followed.
 - ii. Patron Conduct Policy: Executive Director Klonicki passed our document showing changes. Discussion followed.
 - iii. Safe Child Policy: Executive Director Klonicki explained this new policy. Discussion followed.

XIII. DISCUSSION

Executive Director Klonicki discussed the option of changing the youth services single-room lavatories into a single family restroom

XIV. ADJOURNMENT

Rebecca Quiggle made the motion and Scott Haugh seconded to adjourn.

Meeting was adjourned at 8:11 p.m.

Submitted by Connie Hoffman