

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
June 12th, 2024 – 6:00 pm**

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library Board Room on June 12th, 2024. Board President Alan Greene presided and called the meeting to order at 6:00 pm.

**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:**

Alan Greene                      Betty Butler                      Mary Kaufman                      RoseMarie Brubaker  
Al Evon

**Members Absent:**

Lucas Kramer                      Julie Reynolds                      Tasha Mazique                      Renne Barr

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

**II. CHANGES/CORRECTIONS TO THE AGENDA**

None.

**III. APPROVAL OF MINUTES**

(Brubaker/Butler) Motion to approve the minutes from the April 10th, 2024 meeting.  
5 in favor/0 opposed. Motion Carries.

**IV. FINANCIAL REPORT**

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

**V. PRESIDENT'S REPORT**

Greene commented on the success of the library's Facebook page.

**VI. DIRECTOR'S REPORT**

**Strategic Planning:** Accompanied by Emily Klonickli, the strategic planning consultant, Huffines shared their final Strategic Plan for the future of the library, including specific goals and timelines for these goals, outlined in the final Strategic Plan document.

Goal 1: Experience  
Goal 2: Accessibility  
Goal 3: Sustainability

The Board discussed the plan. Evon brought up the mission statement, asking "In your own words, how do each of these goals support achieving the mission?"

Huffines replied that prioritizing maintaining the physical building and facilities fits into being a community space. "Accessibility is the same, for all to gain information and use the library's resources for recreation and learning, we need to be providing those services. Along with sustainability, if we are not financially sound, we cannot support our mission. At any point in time, we can update the mission, it has been the same for a very long time." The board likes the current mission. Evon said our role as board members and ambassadors is to lift the story. This is our mission, and here is what we are doing to achieve that mission and connect the goals to our mission. The board discussed that connection further and ways to expand on it in the Strategic Plan Document.

Evon asked "Once we approve the strategic plan, what resources will you need from us to implement the plan? And also, how can we measure and monitor the progress of these goals?" Huffines explained how the city refers to their strategic plan in meetings and how we can collect certain data and track our progress.

Huffines will bring the updated version of the Strategic Plan to the board for approval next month.

**Administration:** Savings bonds were redeemed and deposited into our Capital Equipment Account. Huffines reviewed a list of grants submitted and received in 2024, including a technology grant from the state for \$27.5K that will be used to purchase new staff and patron computers.

The meeting room carpet installation date is August 12-16, 2024.

**Facilities:** Cleaning the exterior windows, and other miscellaneous facility items were completed, including plumbing, HVAC, and handicap doors.

## **VII. MANAGEMENT REPORTS**

Huffines reviewed the manager's reports for the Adult, Circulation, and Youth Departments. Circulation went up in May. The pizza tasting contest on May 28th had amazing attendance with 23 teens. And the cupcake decorating program had 36 attendees!

Also, over 470 readers registered for the Summer Reading program in the first week of Summer Reading! Huffines and the board celebrated Amanda Meyers's amazing outreach in the community and success with the start of Summer Reading!

## **VIII. UNFINISHED BUSINESS**

None.

## **IX. NEW BUSINESS**

**Board Officer Elections:** Mary Kaufman has offered to take the nomination for the board president. This leaves the financial secretary position open. Huffines asked the board how they should proceed with the open position. Kaufman spoke about the responsibilities of the financial secretary. They also explored the option of a different presidential candidate and keeping Kaufman in her current position, settling on voting Mary Kaufman in as the president.

(Brubaker/Butler) Motion to appoint Mary Kaufman as the Freeport Public Library Board of Trustees president.

5 in favor/0 opposed. Motion Carries.

**Approval of Bid:** The board went over the Parking Lot Repairs information, discussing each point and regulations for how the calculate prices within the bids.

(Kaufman/Brubaker) Motion to approve the bid from N-TRAK Group of Loves Park for parking lot repairs totaling \$82,498.40.

5 in favor/0 opposed. Motion Carries.

They discussed budgeting for this project. Kaufman asked about requesting funding from the foundation. Huffines replied our options are using the Capital Equipment fund, or transferring money from the Clock bequest. However, now is not the best time to do that due to the market.

(Kaufman/Brubaker) Motion to pay for the parking lot repairs as approved and the contract with N-TRAK Group of Loves Park from the State Bank Capital Equipment Fund with the option to recover some funds back with the Clock bequest.

5 in favor/0 opposed. Motion Carries.

#### **X. DISCUSSION**

The board discussed the timeline and other logistics for the parking lot repair project.

Kaufman spoke about the process for cashing the savings bonds and celebrated the arrival of the funds. She also thanked Alan Greene for his leadership and service as the board president.

#### **XI. ADJOURNMENT**

(Kaufman/Butler) Motion to adjourn the meeting at 7:21 pm.

5 in favor/0 opposed. Motion Carries.

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Submitted by Kya Eckert