

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 9th, 2024 – 6:00 pm**

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**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library Meeting Room on October 9th, 2024. Board President Mary Kaufman 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 the City Council will be taken.***

**Members Present:**

RoseMarie Brubaker, Al Evon, Alan Greene, Julie Reynolds, Mary Kaufman, Betty Butler

**Members Absent:**

Renne Barr, Tasha Mazique

Also present, Executive Director Ashley Huffines and Kya Eckert acting as the Recording Secretary.

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

The next Regular Board Meeting will be held at 6:00pm on Wednesday, *November 13th, 2024*

**III. QUESTIONS OR COMMENTS FROM THE PUBLIC/MEDIA**

None.

**IV. PRESENTATION: FULL CIRCLE COLLECTIVE CAFE PROPOSAL**

Kate Fratuschy and Amera Striegel presented their cafe proposal to the board. They talked about their backgrounds, menu, experience, and mission for their new business.

They provided a beautiful array of breads, spreads, veggies, coffee, and teas for the board to enjoy. Thank you, Kate and Amera!

**V. APPROVAL OF MINUTES**

(Greene/Butler) Motion to approve the September 11th, 2024 meeting minutes.  
7 in favor/0 opposed. Motion carries.

**VI. FINANCIAL REPORT**

Kramer reviewed the financial statements for September 2024. Evon asked about "Library Fund 213", which is the name of the budget for the library. Kaufman asked about the general fund, and Huffines replied she thinks of it like a sweep account supported by the city. That line was negative at the time the report was run, but it is balanced with our other accounts. The other professional services line is over budget due to an invoice from Fehr Graham, that line will be adjusted during reappropriation.

(Butler/Greene) Motion to accept the September 2024 financial report.  
7 in favor/0 opposed. Motion carries.

**VII. PRESIDENT'S REPORT**

Kaufman voiced her enthusiasm about the cafe proposal. She also celebrated the success of "*Eurydice*," the most recent play at Highland Community College involving Kya and Evon's daughter, AJ.

**VIII. DIRECTOR'S REPORT**

Aimee is the new lead clerk, and Danielle is the librarian's assistant for the adult services department. The transition is going smoothly.

We celebrated Stephanie's 25 years at the Freeport Public Library in September. Thank you, Stephanie, for your dedication!

**Finance:** Reappropriation will happen in November. The city is allowing extra time for the city council to work through the budget process. The board will go over the levy and budget in November.

**Computer Project:** Huffines reported that the set-up for new staff computers is complete and we are moving on to the public computers. The first grant report is due on October 15.

Huffines informed the board about the Underground Railroad Exhibit she will be bringing to the library next spring.

## **IX. MANAGEMENT REPORTS**

### **Adult Services**

Huffines reviewed the adult program attendance and outreach. 101 attendees for adult programming in September. 28 attended the Death-Defying Acts presentation.

### **Circulation**

Circulation went down slightly in September, which is expected. The September report shows ebooks and audiobook usage is still very strong! Huffines reported 55 new patrons in September.

### **Youth Services**

90 Spanish-speaking children and adults attended the Spanish Family Fun Night, a bi-lingual partnership event. Our new Home-School Happenings program was a huge success with 50 kids and 18 adults in attendance. Huffines said we are connected with the homeschool community and look forward to nurturing relationships with communities in the area. Outreach to schools and teen programming is still going well.

## **X. UNFINISHED BUSINESS**

None.

## **XI. NEW BUSINESS**

### **Outreach Policy**

Huffines reviewed the Outreach Policy draft with the board. Its purpose is to ensure that all outreach activities are aligned with the library's services, collections, and strategic goals. The board briefly discussed the reasoning for implementing this policy.

(Greene/Kramer) Motion to approve the Outreach Policy.  
7 in favor/0 opposed. Motion carries.

### **Cafe Tenant**

Kaufman opened up a discussion about the possible new cafe tenants. Butler expressed concern about the tenure of the business in the space. Kaufman explained the purpose of the cafe; aside from the library-partnership element, the cafe is intended to act as an incubator for businesses; to foster their growth in the community.

Kaufman agreed that Kate and Amera had truly done their homework, and the board was very impressed with their presentation. Reynolds asked Huffines if she thought they would be well received by the community. Huffines assured the board that price point and inclusion are top priorities. Butler asked if they were looking at other venues, and Huffines confirmed that the library is their main focus. Also, the lease will lay out the transition, including working together to make changes to the (updates will *not be* at the library's expense).

Upon approval, Huffines will write up a lease agreement and work with the tenants to solidify an open date. They are projected to be up and running early in the new year.

(Greene/Evon) Motion to approve new cafe tenant, Full Circle Collective.  
7 in favor/0 opposed. Motion carries.

**XII. DISCUSSION**

Butler asked Huffines what the next facility improvement project is, and Huffines replied the bathrooms. Our main goals for 2025 include updating the restrooms and the teen space.

Evon asked if the library foundation met. Huffines replied they are scheduled to meet on the 23th.

**XIII. ADJOURNMENT**

(Butler/Reynolds) Motion to adjourn the meeting at 7:10 pm.  
7 in favor/0 opposed. Motion carries.

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Submitted by Kya Eckert