

**FREEPORT PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 19th, 2024 – 6:00 pm**

I. CALL TO ORDER

A meeting of the Freeport Public Library Board of Trustees was held in the Library Boardroom on November 19th, 2024. Board Vice President Julie Reynolds presided and called the meeting to order at 6:02 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, Julie Reynolds, Renne Barr, Tasha Mazique, Betty Butler

Members Absent:

Mary Kaufman, Renne Barr, Tasha Mazique, Al Evon, Alan Greene

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

II. CHANGES/CORRECTIONS TO THE AGENDA

Add item *D. Emergency Repair* and *E. Compensation Policy* to New Business.

No Executive Session.

(Butler/Barr) Motion to approve the agenda with additions *D. Emergency Repair* and *E. Compensation Policy* to New Business.

5 in favor/0 opposed. Motion carries.

III. QUESTIONS OR COMMENTS FROM THE PUBLIC/MEDIA

None.

IV. APPROVAL OF MINUTES

The board will approve the October meeting's minutes at the next meeting, on Wednesday, December 11th.

V. FINANCIAL REPORT

Huffines reviewed the financial reports along with reviewing the reappropriation for FY 2024.

VI. PRESIDENT'S REPORT

None.

VII. DIRECTOR'S REPORT

Huffines went over some personnel transitions that have been made since our last meeting. Bobby is now thriving in his new role as the librarian's assistant for the adult department, and Danielle has moved down to a Clerk 4 position.

The FLSA law that was to take effect on January 1 is no longer valid. Huffines was going to present some adjustments and discuss how it will affect staff in a closed session, but we no longer need to make these

changes. However, we may want to make a formal adjustment to create an Acting Director job responsibility that's added to a job description.

Finance: A lot of time was spent on finalizing the budget, levy, and reappropriation. Circulation and Marketing Manager Katy Weigert designed an informational flyer about going fine-free. One of the library's strategic goals is to move toward becoming a fine-free library. Huffines was able to create a balanced FY2025 budget without any revenue from fines. She reviewed various statistics supporting a fine-free model, with fines making up only 1% of the library's annual income. The goal is to be able to implement the new procedure and market it to the public on February 1st, 2025. This gives staff time to learn the new system. The board voiced their full support of the transition, and a policy will be brought to the board in December or January.

Cafe: Due to unforeseen circumstances, the cafe was closed for a few weeks. They reopened yesterday. Full Circle Collective has met with Huffines a few times and continues to move forward with the lease.

Emergency Repair: In mid-October, the power went out in the building because of a blown fuse on a ComEd pole. Upon investigation, we also discovered that the system that provides emergency power to the building was completely dead. Huffines reviewed the quote from the electrician, she relayed that they explored many different options before giving a final pricing to give the library the best deal. The boards will make a motion to accept the proposal from Quality Electric in New Business.

Insurance Appraisal: The insurance appraisal of the building was completed. It was a very quick process, the insurable value of the building and contents is \$17,197,200.

Huffines reviewed her outreach and meetings for October. She also announced The Underground Railroad Exhibit which will be coming to the library in March. She continues to make progress on updating the facilities plan, and website accessibility, among other current projects.

MANAGEMENT REPORTS

Adult Services

Huffines reviewed the attendance and outreach for the adult programs. The report from the Adult Department indicated strong attendance for the live performance and craft programs. Additionally, Dianne Ludwig is making excellent progress on the One Book One Freeport initiative for 2025.

Circulation

Circulation went up slightly in November, and they signed up 92 new patrons!

Youth Services

Youth Librarian Amanda Meyers was out on medical leave for 3 weeks, he is well but there is no report for the Youth Department this month.

VIII. UNFINISHED BUSINESS

None.

IX. NEW BUSINESS

FY2025 Levy

There was an increase in the EAV. Huffines explained the changes reflected by the levy. Unemployment insurance stays the same. Taxpayers will see a slight decrease in tax on their tax bill. She reviewed some historical values as well.

(Brubaker/Butler) Motion to approve the FY2025 Levy.
5 in favor/0 opposed. Motion carries.

FY2025 Budget

Huffines reviewed the major changes made on budget lines and explained her reasoning behind each. The machinery and equipment line was budgeted at \$33,000 for the past year. This value has been dropped down to 0 for 2025 and moved to the Capital Outlay line. This budget line was created to pay for the parking lot repairs and can be used on any capital improvement expenses. Also noted, the city's Financial Director removed the \$25,000 fee to the city for FY2025. Many lines were kept the same as this previous year, including collection spending, building repair and maint, and equipment repairs, among others.

(Brubaker/Barr) Motion to approve the FY2025 Budget.
5 in favor/0 opposed. Motion carries.

FY2024 Reappropriation

Reappropriation occurs at the end of a fiscal year when expenses are moved and modified to more accurately reflect the department's finances. Huffines noted that while many lines appear over or under budget, the overall budget variance for 2024 is a favorable \$31,000.

Brubaker inquired if the costs for parking lot repairs had been taken from the capital outlay line, to which Huffines confirmed that they had. She also asked about the necessary electrical work, and Huffines replied that she has yet to consult the Finance Director for guidance on that.

(Butler/Mazique) Motion to approve the FY2025 Reappropriation.
5 in favor/0 opposed. Motion carries.

Quality Electric Emergency Repair

(Brubaker/Barr) A motion to move forward with Quality Electric to make the necessary repairs, within the budget of \$23,000.
5 in favor/0 opposed. Motion carries.

Compensation Plan & Policy

This was not a policy in place prior, and Huffines explained its importance to have since the data has been gathered from HR Source.

(Barr/Mazique) Motion to approve the Compensation Plan & Policy.
5 in favor/0 opposed. Motion carries.

X. DISCUSSION

Huffines expressed her significant gratitude for the board's unwavering support. Brubaker thanked her for her transparency throughout the whole year.

XI. ADJOURNMENT

(Butler/Brubaker) Motion to adjourn the meeting at 6:56 pm.
5 in favor/0 opposed. Motion carries.

Submitted by Kya Eckert