**Freeburg Area Library District Board of Trustees Meeting**

**July 25, 2023**

**Regular Board Meeting** called to order at 7:01pm by President, Tracey Drennen-Alexander.

**Roll Call:** Dora Becker \_Absent\_, Mary Blaies \_P\_, Tracey Drennen-Alexander \_P\_, Ron Stellhorn \_Absent\_, Norma Wadhams \_P\_, Shannon Webster \_P\_, Holly Zipfel \_P\_. \_\_5\_\_ Present, \_\_2\_ Absent. Director Kristin Green present.

**Recognition of Visitors and Comments from the Public:** **None**

**Minutes from June 27,2023 Board Meeting:** Reviewed

**Motion** made by Mary Blaies to accept the June 27, 2023, minutes as presented. Seconded by Shannon Webster. **Vote:** \_\_5\_ Ayes, \_0\_ Nays, \_2\_\_Absent. Motion Carried.

**Treasurer’s Report:** The report was reviewed with no additions or corrections. Placed on file for audit.

**Monthly Bills:**

**Motion** made by Holly Zipfel to approve the payment of all bills; Regular Bills $10,360.13 and Pay Roll $13,454.54, totaling $23,814.67. Seconded by Shannon Webster. **Roll Call:** Dora Becker \_Absent\_, Mary Blaies \_\_A\_\_, Tracey Drennen-Alexander \_A\_\_, Ron Stellhorn \_Absent\_, Norma Wadhams \_A\_, Shannon Webster \_A\_\_, Holly Zipfel \_A\_. \_\_5\_\_ Ayes, \_\_0\_ Nays, \_\_2\_\_ Absent. Motion Carried.

**Director’s and Youth Services Reports:** See attached report by Director, Kristin Green.

See attached report submitted by Youth Director, Michelle Likert.

**Correspondence:** None

**Unfinished Business:**

**1. Library match Friends Building Payment.**

**Discussion as follows**: Kristin stated that no decision had been made since Friends were unable to hold a meeting since our last board meeting, June 27, 2023. Tabled until they meet sometime soon. Will be placed on agenda for the August 22, 2023 regular library board meeting.

**New Business**:

1. **Board President needs to assign two board members to review the minutes from fiscal year for the Illinois Public Library Annual Report.**

Norma Wadhams and Mary Blaies were appointed by Tracey Drennen-Alexander, Board President, to review the minutes for fiscal year 2022/23.

1. **Review Statement of Receipts and Disbursements.**

Kristin handed out copies and reviewed Statement of Receipts and Disbursements FY2022/23.

**Motion** by Norma Wadhams to publish the Freeburg Area Library District Freeburg, Illinois Statement of Receipts/Revenues, Disbursements/Expenditures and Summary Statement of Operations for all Funds and Account Groups for the Fiscal Year ended June 2023 in The Freeburg Tribune. Seconded by Shannon Webster. **Roll Call**: Dora Becker \_Absent\_, Mary Blaies \_\_A\_\_, Tracey Drennen-Alexander \_A\_\_, Ron Stellhorn \_Absent\_, Norma Wadhams \_A\_, Shannon Webster \_A\_\_, Holly Zipfel \_A\_. \_5\_\_ Ayes, \_0\_ Nays, \_\_2\_\_ Absent. Motion Carried.

1. **Ordinance 2023-1, Equipment & Building Tax Levy.**

**Ordinance 2023-2, Conduct of Patrons.**

**Ordinance 2023-3, Confidentiality of Records.**

**Ordinance 2023-4, Lost, Damaged, and Overdue Items.**

**Ordinance 2023-5, Meeting Date Ordinance.**

**Ordinance 2023-6, President Appoints Ethics Advisor (Ethics Act, Article 15, p. 7)**

**Discussion: None**

**Motion** by Mary Blaies to approve Ordinance 2023-1, Equipment & Building Tax Levy by Title only and to publish it in The Freeburg Tribune. Seconded by Shannon Webster. **Roll Call**: Dora Becker \_Absent\_, Mary Blaies \_\_A\_\_, Tracey Drennen-Alexander \_A\_\_, Ron Stellhorn \_Absent\_, Norma Wadhams \_A\_, Shannon Webster \_A\_\_, Holly Zipfel \_A\_. \_\_5\_ Ayes, \_0\_ Nays, \_\_2\_\_ Absent. Motion Carried.

**Motion by Mary Blaies to approve Ordinance 2023-2 through 2023-6 by Title only. Seconded by Shannon Webster. Roll Call**: Dora Becker \_Absent\_, Mary Blaies \_\_A\_\_, Tracey Drennen-Alexander \_A\_\_, Ron Stellhorn \_Absent\_, Norma Wadhams \_A\_, Shannon Webster \_A\_\_, Holly Zipfel \_A\_. \_\_5\_ Ayes, \_0\_ Nays, \_\_2\_\_ Absent. Motion Carried.

President, Tracey Drennen-Alexander, appointed Kristin Green and Candace Hancock as Ethics Advisors.

1. **Policy: Investment Policy.**

**Discussion: None**

**Motion** by Mary Blaies to accept The Investment of Public Funds Policy for The Freeburg Area Library District, County of St. Clair, and State of Illinois by Title only. Seconded by Shannon Webster. **Vote:** \_5\_\_ Ayes, \_0\_ Nays, \_2\_ Absent. Motion Carried.

1. **Policy: Freedom of Information Act/Board President appoints FOIA/OMA Officers.**

Board President, Tracey Drennen-Alexander appointed Kristin Green and Candace Hancock for the positions of FOIA officers and OMA officers.

1. **Library Concrete Parking Blocks.**

**Discussion:** Kristin stated all was set up with Kohnen Concrete Products in Germantown, Illinois. Mary Blaies will go over in her truck and Kohnen will load the blocks in Mary’s truck for her. There will be male volunteers at this end to unload the blocks and replace the damaged blocks with new blocks.

1. **Hoopla.**

**Discussion:** Kristin provided the following information about Hoopla: No platform fees. Has a 7 in 1 digital platform including eBooks, audiobooks, comics, full music albums, magazines, movies, and TV series by episodes.

Binge Passes are $2.99. One circ/borrow-7-day access-unlimited.

* Pay per Circulation with circulations ranging per title from $0.34-$3.99 with 90% of content being $1.99 and under
* No holds or waiting with simultaneous use.
* Stream or Download titles. audiobooks now available on Roku!
* Quarterly “Bonus Borrows”, collection of titles that do not cost the library if borrowed by patrons.
* Option to purchase one copy one user titles to offer alongside your instant collection.
* The library has full control over settings and the number of items a patron can borrow per month.
* ***Current Instant Content Offering by Format (average cost per circ is $2.13)***
* •          eBooks: over 650,000 with price per circulation ranging from $0.34-$3.99
* •          Music Albums: over 330,000 with price per circulation $1.49 and $1.99
* •          Audiobook: over 174,000 with price per circulation ranging from $0.34-$3.99
* •          Comics: over 26,000 with price per circulation ranging from $0.34-$3.99
* •          Movies: over 21,000 with price per circulation ranging from $0.99-$3.49
* •          TV Seasons: over 3300 with price per circulation ranging from $0.89-$2.99

***Loan Periods***

•          Book Content: 21 days

•          Music: 7 days

•          Video Content: 3 days

***Control, Visibility of Usage and Support***

•          Library chooses how many borrows their patrons get per month. Usually starting with 6 or 8. They can adjust borrows as needed.

•          Library Administration dashboard to help monitor patron activity and spending.

•          Manage your digital collection alongside your physical collection on our full experience eCommerce website

•          hoopla Coordinator to help Library go live with training calls to make sure everyone is comfortable. Go to person for hoopla questions or issues.

•          Free marketing materials at [https://resources.hoopladigital.com/](https://resources.hoopladigital.com)

•          Free Vendor MARC records if a library would like to include in their catalog.

•          Patron support email [feedback@hoopladigital.com](mailto:feedback@hoopladigital.com)

There are no setup fees, subscription fees, annual fees, or long-term contracts. We are asking our hoopla partners for an initial advance to assist in budgeting for and building the success of hoopla. This advance is based on your service population **($2,000).** This isn’t something that is a complete deal breaker if you were unable to pay that amount. We can work with you if you have any concerns about the advance. The deposit is a one-time request, never expires and goes completely towards circulation and circulations only. If your library becomes at all dissatisfied with hoopla, the balance of the advance is fully recoupable.

**Motion** by Norma Wadhams to move forward with Hoopla, the cost of $2000.00 to be taken from Special Reserve or possibly Friends. Seconded Mary Blaies. **Roll Call**: Dora Becker \_Absent\_, Mary Blaies \_\_A\_\_, Tracey Drennen-Alexander \_A\_\_, Ron Stellhorn \_Absent\_, Norma Wadhams \_A\_, Shannon Webster \_A\_\_, Holly Zipfel \_A\_. \_5\_ Ayes, \_0\_ Nays, \_\_2\_\_ Absent. Motion Carried.

1. **Trash Bids.**

**Discussion:** Bids received are as follows: Reliable, Bi-monthly $72.45/month.

Waste Management Bi-monthly $55.00/month. Contract for

three years.

**Motion** by Shannon Webster to renew Waste Management’s bid of $55.00/month for three years. Seconded by Mary Blaies. **Roll Call**: Dora Becker \_Absent\_, Mary Blaies \_\_A\_\_, Tracey Drennen-Alexander \_A\_\_, Ron Stellhorn \_Absent\_, Norma Wadhams \_A\_, Shannon Webster \_A\_\_, Holly Zipfel \_A\_. \_5\_\_ Ayes, \_0\_ Nays, \_\_2\_\_ Absent. Motion Carried.

1. **Board Questions and Concerns:** Attending the next Park Board Meeting.

What to do with old books received at the library.

Need to repair or replace bookshelf.

**Motion** by Holly Zipfel to adjourn the meeting at 8:08pm. Seconded by Shannon Webster. **Vote:** \_5\_ Ayes, \_0\_ Nays, \_2\_ Absent. Motion Carried.

**Next Board Meeting will be at 7 pm, August 22,2023 at the library.**

**Hollace Zipfel,**

**Secretary**