

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
February 26, 2026
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Otway called the roll call.

Present: Trustee Miner, Trustee Otway, Trustee Meszaros, Trustee Look, & Trustee Evenhouse

Absent: Trustee Faris & Trustee Stenoish

Also Present: Amanda Kowalcze, Melissa Rice, & Denise Wargowsky

Citizens Advisory Committee: Mary Lynne Paris

IV. Introduction of Visitors

Jeffrey Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the January 22, 2026 Meeting

Motion made by Trustee Otway to approve the minutes of the regular board meeting held January 22, 2026 as amended. Seconded by Trustee Miner. Correction to Roll Call to reflect that Trustee Skibinski was not present, but Trustee Stenoish should be noted as present. Changes made to reflect that item XIII. I. was seconded by Trustee Faris and correct that Executive Session Recordings were to be destroyed, not Minutes. Item X.C.1. updated to reflect that no further discussion was necessary, as it was covered in the Strategic Plan Committee Report. All trustees voted "Aye." No abstentions. Motion carried.

VII. Treasurer's Report

Trustee Miner read the treasurer's report for January 2026.

A. Review of Bills for January 2026

Motion made by Trustee Meszaros to approve the bills for January 2026 as presented. Seconded by Trustee Otway. Over Limit Fee incurred on Mastercard for

Denise, since it is now being used to make bill payments. All staff credit cards share one overall credit limit, but Library needed to adjust how much credit is allotted to each card to accommodate larger limits on Denise's card. Credit card company would not reverse the fee. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	—
Evenhouse	AYE
Stenoish	—

No abstentions. Motion carried.

- B. **Maintenance Expense V. Budget**—Board requested risk management expenses be presented in a separate report. Total Automation Concepts charge for \$534 is being refunded due to being unable to resolve heating issue with study rooms.
- C. **Profit & Loss V. Last Year**—Almost 99% of expected annual revenue received. Donations are \$10K above budget, due to AT&T grant.
- D. **Balance Sheet as of January 30, 2026**—

VIII. Committee Reports

- A. **Finance Committee**—Did not meet. Next meeting scheduled for March 10 to review draft of FY26–27 Working Budget.
- B. **Policy & Personnel Committee**—Met February 12 to review policies. Three policies revised for the Board to consider. Discussion regarding purchasing limits and processes for certain threshold amounts. According to Illinois law, the Director can authorize purchases up to \$5K, needs Board approval for purchases from \$5K–\$25K, and must issue an RFP for any purchases above \$25K. New policy for Library's upcoming outreach vehicle under development.
- C. **Building & Grounds Committee**—Met January 20 to discuss Reading Room Project bids. Discussing safety options to prevent further incidents with cars in parking lot hitting West End of building. Trustees to discuss capital priorities for the year at next meeting March 4.

D. **Strategic Plan Committee**—Met January 21 and February 18. The committee completed surveys for staff, Trustees, and community members. Staff and trustee surveys being distributed over a two-week period in early March. Community survey available from March 16 to April 10. Next meeting scheduled for April 29 to review survey data.

1. October–December 2025 Quarterly Report—Discussed progress and event highlights, such as reading programs, volunteer fair, outreach vehicle, story walk, ghost stories on the green, trustee attendance at the Chamber of Commerce annual dinner, and attendance at the Illinois Library Association’s South Suburban Local Legislative Meetup.

IX. Correspondence

None.

X. Old Business

A. Proposed Board Bylaw Revision: Remote Attendance Update

Motion made by Trustee Evenhouse to approve the Board Bylaws as revised. Seconded by Trustee Meszaros. Bylaws updated to reflect active military duty as a qualifying reason to attend electronically, per the Open Meetings Act. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	—
Evenhouse	AYE
Stenoish	—

No abstentions. Motion carried.

XI. New Business

A. Staff Inservice Day on October 2, 2026

Motion made by Trustee Otway to close the Library to the public on Friday, October 2, 2026 for an all-staff training day. Seconded by Trustee Miner. All trustees voted “Aye.” No abstentions. Motion carried.

B. Overdue Fines

1. As the Finance Committee drafts a working budget for FY26–27, Director Kowalcze asked the Board whether they would like to keep collecting fines for overdue materials. She noted that overdue fines were about 0.3% of total revenue for the Fiscal Year in FY24–25, for a total of \$10K. Of the 100 SWAN libraries, 83 no longer collect fines. The Director noted that staff are already encouraged to make decisions to waive fees according to their discretion, if a patron notes extenuating circumstances. SWAN has noted that patron behavior does not change, regardless of the presence of overdue fines. Trustee Miner’s experience at Acorn Public Library without overdue fees was that barring a patron’s card from further checkouts because of overdue items was effective in getting the item returned. Trustees also noted that the Library has significant maintenance needs, which the fees can help offset. Trustees asked Director Kowalcze to reach out to Tinley Park and Peotone libraries, who do have overdue fees, to learn their reasons for keeping overdue fees.

C. Finance & Purchasing Policy

Motion made by Trustee Meszaros to approve the Finance & Purchasing Policy as revised. Seconded by Trustee Evenhouse. Minor changes made, such as specifying travel expenses. No substantive edits. All trustees voted “Aye.” No abstentions. Motion carried.

D. Credit Card Use Policy

Motion made by Trustee Miner to approve the Credit Card Use Policy as revised. Seconded by Trustee Otway. Updated to include that a list of authorized staff members and their credit limits will be maintained. New section added to specify that rewards and benefits accrued from the use of Library credit cards are property of the Library. New section added to specify that the Library may maintain credit line accounts at some businesses, with the Director’s approval. Trustees discussed concerns with checks and balances regarding credit accounts at businesses and were assured that proper notifications and monitoring policies are in place. All trustees voted “Aye.” No abstentions. Motion carried.

E. Unattended Children Policy

Motion made by Trustee Meszaros to approve the Unattended Children Policy as revised. Seconded by Trustee Evenhouse. Policy updated to increase age limit on protocol from 14 to 18 to address staff concerns about leaving teens outside the library after close of business in inclement weather, especially considering lack of other businesses nearby for them to take shelter in. Language added regarding legal guardians. All trustees voted “Aye.” No abstentions. Motion carried.

F. Policy Review: Fund Balance Policy

1. No changes recommended.

G. Meeting Room Screen Replacement

Motion made by Trustee Miner to approve the proposal from Total Automation Concepts for the replacement of the meeting room projector screens in the amount of \$6,510. Projector screens in meeting rooms no longer retract properly, due to the screen degrading and becoming sticky. After seeking quotes from multiple vendors, Total Automation Concepts was determined to be the lowest total amount with positive references and a solid understanding of the work required. Screen replacement expenses will be covered by a patron donation. Seconded by Trustee Otway. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	—
Evenhouse	AYE
Stenoish	—

No abstentions. Motion carried.

H. Illinois Public Library Standards Review: Access and Advocacy & Community Engagement—

1. Access—Library noted that some items not currently met under the new standards are the presence of a curbside pickup window and offsite pickup and return options, though the library does deliver items to homebound patrons and has a drive-up book and media drop box for returning materials. The Library also has room for growth in creating dedicated spaces for specific populations, such as a mother’s room or sensory space. The Library currently uses top and bottom shelves, which does not meet the core standard of having appropriately sized shelving for easy access to materials for patrons of all ages, as the Library has limited space for shelving.
2. Advocacy & Community Engagement—The Library identified formal training geared toward advocacy skills as an area of growth needed for staff, board, and other stakeholders. Another noted area of potential growth is for the Library to invite community leaders to the Library for tours and meetings about the Library, as well as the Library partnering with elected officials in ways that promote civic engagement. The Library does not gather data on

staff or board members actively participating in legislative campaigns or events organized by the ILA and ALA, which does not allow enough visibility to meet the corresponding standard.

XII. Librarian's Report

The Board members received the January 2026 monthly librarian's report from Director Kowalcz for review by the trustees, including information on the following:

A. Administrative

1. Outreach vehicle purchase proposals coming soon for the March meeting.

B. Technology

1. Staff are taking training on new WCAG web accessibility standards and will be making changes to the website.

C. Building

1. Courtyard window has cracked and a replacement has been ordered.

D. Community

1. Donors for outreach vehicle reached out to discuss any other items the Library would like. Priorities will be discussed at the Building & Grounds Committee Meeting.

XIII. Public Comment

Jeff Slovak mentioned upcoming Friends of the Library events, including March 22 book donations, March 28 Art Market, April 17 scavenger hunt, & the annual schedule of book sales. NAWS is bringing pets to some book sales for adoption.

Mary Lynne Paris mentioned that residents of Gateway are very happy to hear outreach is continuing with the new vehicle.

XIV. Trustee Comment

President Look thanked everyone for the work they do and the efforts they put into making the library run smoothly. Trustee Evenhouse mentioned that she learned about reciprocal borrowing, where patrons can check out materials at other libraries. Trustee Miner complimented the Policy & Personnel Committee for the work they've done.

XV. Executive Session

None required.

XVI. Adjournment

Motion made by Trustee Meszaros and seconded by Trustee Otway to adjourn the meeting. All trustees voted "Aye." Motion carried.

President Look adjourned the meeting at 8:55 p.m.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded By:

Jessica Stacy
Recorder