



FRANKFORT
PUBLIC LIBRARY DISTRICT
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Meeting of the Board of Trustees
21119 S. Pfeiffer Rd, Frankfort, IL 60423
8/27/2026 7:00pm

REGULAR MEETING MINUTES

1. Call to Order

President Look call the meeting to order at 7:15pm

2. Pledge

3. Roll Call

Trustee Otway called the roll call.

Present: Trustee Evenhouse, Trustee Look, Trustee Faris, Trustee Miner, Trustee Stenoish, Trustee Otway, Trustee Meszaros

Absent: None

Also Present: Amanda Kowalcze

Citizens Advisory Committee: Mary Lynne Paris

4. Introduction of Visitors

Jeff Slovak, Friends of the Library Liaison

Melissa Rice, Assistant Director and Recording Secretary

Denise Wargowsky, Business Manager

Erin Skibinski

Grace Hagemaster

5. Public Comment – Agenda Items Only

None.

6. Minutes for Approval

Motion made by Trustee Faris and seconded by Trustee Meszaros to approve the Minutes of the Regular Board Meeting on 7/23/2026. All trustees voted “Aye”. No abstentions. Motion carried.

7. Treasurer’s Report

Trustee Miner read the treasurer’s report for July 2026.

a. Review of Bills, MasterCard: July 2026

b. Motion made by Trustee Otway and seconded by Trustee Faris to approve the bills for July 2026 as presented. Roll call vote.

Trustee Evenhouse	AYE
Trustee Faris	AYE
Trustee Look	AYE
Trustee Meszaros	AYE
Trustee Miner	AYE
Trustee Otway	AYE

Trustee Stenoish AYE

No abstentions. Motion carried.

- c. Maintenance expenses
Total maintenance expenses for July were \$28,450.33.
- d. Risk Management Expenses
- e. Expense vs Budget
- f. Balance sheet: July 2026

8. Committee Reports

- a. Finance Committee
 - i. Met August 11, 10am. Reviewed draft of B&A notice and levy cycle, and working cash fund. Discussion for working cash fund included whether to close this fund and, if so, where to move monies in the fund. Next meeting is September 8.
- b. Policy & Personnel Committee
 - i. Met August 4, 3:30pm. Reviewed AI, Public Comment in Meetings policy, Artwork Display, and Patron Behavior Policies. Next meeting September 10.
- c. Building & Grounds Committee
 - i. Met August 5.
 - ii. Discussed July 27 storm damage (damage to cars and water leaks); possible roof preventative maintenance contract; snow removal contracts, electrical repairs and replacement contactors for RTUs.
 - iii. Reading Room discussion included Darren Schretter (StudioGC) and Dan Eallonardo (Owner's Representative from ICS). Would like daily summary report of work completed and an updated construction timeline.
- d. Strategic Plan Committee
 - i. Did not meet in July. Next meeting is in October.

9. Correspondence

None

10. Unfinished Business

- a. Board Transition
 - i. No further discussion
- b. Renovation Committee Proposal
 - i. No further discussion
- c. Reading Room Project Update
 - i. Grading has not been completed as of 8/27/2026. However, surveyors were onsite this week. To finish the project, a rough grade will be completed first then new landscape planting. After that, our sprinkler company will install sprinklers, then a final grading will be done.
 - ii. Once exterior work is complete, interior work will start and includes drywall, painting, and installing floor tiles,
 - iii. A water test will not be performed.

11. New Business

- a. Email Phishing Scam Update
 - i. We were targeted with a phishing scam in July 2026. We have coordinated with our insurance adjuster and bank to file all required paperwork. The recipient bank can take 30-90 days for an investigation and is working with our bank's fraud team.
- b. Special Reserve Fund Transfer
 - i. Motion made by Trustee Miner and seconded by Trustee Otway to transfer \$300,000 from the

General Fund to the Special Reserve Fund, effective June 30, 2026. Roll call vote.

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

No abstentions. Motion carried.

- c. Artificial Intelligence (AI) Policy
 - i. Motion made by Trustee Evenhouse and seconded by Trustee Meszaros to approve the new Artificial Intelligence (AI) Policy.
 - ii. Addition of citations and informational sources were added to the final version. Will revisit the policy quarterly to discuss and incorporate necessary updates.
 - iii. All trustees voted "Aye". No abstentions. Motion carried.
- d. Illinois Public Library Annual Report (IPLAR)
 - i. A few highlights for FY2025-2026: the library hosted 802 programs; we currently have 97,999 physical items available for circulation, and had 253,251 checkouts.
- e. Resolution in recognition of Jan Look
 - i. Motion made by Trustee Evenhouse and seconded by Trustee Faris to accept the resolution in recognition of Jan Look.
 - ii. Trustee Evenhouse read the resolution.
 - iii. All trustees voted "Aye". No abstentions. Motion carried

12. Director's Report

- a. Merging of LIMRiCC insurance pool with WIN to help keep insurance costs steady.
- b. Fall Fest Parade is Sunday, September 6. We welcome volunteer parade walkers.

13. Public Comment on Library Business in General

- a. Mary Lynne Paris: Thanked Trustee Look for her 15 years of service.
- b. Jeff Slovak: Best ever August book sale with \$2500 in donations
- c. Grace Hagemaster: Renewed her Library card today.
- d. Erin Skibinski: Thanked Trustee Look for her 15 years of service.
- e. Amanda Kowalcze: Thanked Trustee Look on behalf of staff for her 15 years of service.
- f. Melissa Rice: Thanked Trustee Look for her 15 years of service.

14. Trustee Comment

- a. Jan – Reflected on her 15 years of service at the Library and stated that she planned to step away from the Board on September 8, 2026.
- b. Evenhouse – Thanked Trustee Look for her mentorship and leadership.
- c. Faris – Thanked Trustee Look for her years of service and leadership.
- d. Stenoish - Thanked Trustee Look for her years of service and leadership.
- e. Otway - Thanked Trustee Look for her years of service and leadership.
- f. Miner - Thanked Trustee Look for her years of service and leadership.
- g. Meszaros - Thanked Trustee Look for her years of service and leadership.

15. Adjournment

- a. Motion made by Trustee Otway and seconded by Trustee Steniosh to adjourn.

- b. All trustees voted “Aye”. No abstentions. Motion carried. President Look adjourned the meeting at 8:45pm.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded by:

Melissa Rice
Assistant Director