Meeting of the Board of Trustees
21119 S. Pfeiffer Rd, Frankfort, IL 60423
9/24/2026 7:00pm

PUBLIC HEARING ON THE APPROVAL OF THE BUDGET & APPROPRIATION ORDINANCE FOR FY 2026-2027

PUBLIC HEARING MINUTES

1. **Call to Order**
   Vice-President Evenhouse called the meeting to order at 7:01 pm.

2. **Roll Call**
   Trustee Otway called the roll call.
   Present: Trustee Evenhouse, Trustee Faris, Trustee Miner, Trustee Stenoish, Trustee Otway, Trustee Meszaros
   Absent: none.
   Also Present: Amanda Kowalcze
   Citizens Advisory Committee: Mary Lynne Paris

3. **Introduction of Visitors**
   Jeff Slovak, Friends of the Library Liaison
   Melissa Rice, Assistant Director and Recording Secretary
   Adam Hoover, NIMEC

4. **Public Comment on the Budget and Appropriation Ordinance for FY 2026-2027**
   No comments.

5. **Adjournment**
   Trustee Faris motioned to adjourn and seconded by Trustee Miner.
   Vice-President Evenhouse adjourned the meeting at 7:03 pm.

REGULAR MEETING MINUTES

1. **Call to Order**
   Vice-President Evenhouse called the meeting to order at 7:04pm.

2. **Pledge**

3. **Roll Call**
   Trustee Otway called the roll call.
   Present: Trustee Evenhouse, 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
   Adam Hoover, NIMEC

5. **Public Comment – Agenda Items Only**

   None.

6. **Minutes for Approval**

   a. Special Board Meeting August 27, 2026 (Action)

      Motion made by Trustee Faris and seconded by Trustee Brooks to approve the Minutes of the Special Board Meeting on 8/27/2026.

   b. Regular Board Meeting August 27, 2026 (Action)

      Motion made by Trustee Otway and seconded by Trustee Brooks to approve the Minutes of the Regular Board Meeting on 8/27/2026.

7. **Treasurer's Report – August 2026**

   Trustee Miner read the Treasurer's Report for August 2026.

   a. Review of Bills, MasterCard: August 2026
   b. Motion made by Trustee Meszaros and seconded by Trustee Faris to approve the bills for August 2026 as presented. Roll call vote.

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

      No abstentions. Motion carried.

   c. Maintenance expenses

      Total maintenance expenses for August were $35,779.36.
   d. Risk Management Expenses
   e. Expense vs Budget
   f. Balance sheet: August 2026. Reached 6-month reserves.

8. **Committee Reports**

   a. Finance Committee

      Met September 8. Review Levy documents. Fact-finding re: consolidating multiple funds for future fiscal years. Data-gathering on whether there is a benefit to closing the Working Cash Fund and using those funds elsewhere. Next meeting TBD.

   b. Policy & Personnel Committee

      Met September 10. Reviewed multiple policies with minor changes to be presented at the September 24 Board meeting. Employee Manual will need to be updated due to LiMRCC's merger with WIN, a new health insurance pool.

   c. Building & Grounds Committee

      Met September 16. Discussed Reading Room timeline, opportunity to participate in Community Solar, a roof preventative maintenance contract, testing for Meeting Room soundproofing, and new ideas for repurposing our outdoor spaces.

i. Maintenance Checklists. No significant issues were discovered.

d. Strategic Plan Committee
Did not meet. Next meeting is October 28, 4pm.

9. Correspondence

a. Letter from Jan Look with her official resignation as a Trustee as of September 8, 2026.

10. Election of Officers

Trustee Meszaros nominated Trustee Evenhouse for the Office of President. No further nominations.
All trustees voted unanimously to elect Trustee Evenhouse as Board President.

Trustee Stenoish nominated Trustee Stenoish for the Office of Vice-President. No further nominations.
All trustees voted unanimously to elect Trustee Stenoish as Board Vice-President.

Trustee Otway nominated Trustee Miner for the Office of Treasurer. No further nominations.
All trustees voted unanimously to elect Trustee Miner as Board Treasurer.

Trustee Evenhouse nominated Trustee Otway for the Office of Secretary. No further nominations.
All trustees voted unanimously to elect Trustee Otway as Board Secretary.

11. Unfinished Business

a. Reading Room Project Update.
Grading and landscaping is finished. Irrigation company installed a new water line, 3 new zones, and a control panel on the north side of the building. Roof and interior work, new downspouts needs to be completed; the coping needs to be redone.

b. Email Phishing Scam Update
Our Insurance company has confirmed this as a covered loss minus our deductable.

12. Community Solar Proposal

Motion by Trustee Meszaros and seconded by Trustee Brooks to move Community Solar Proposal to before New Business.

All Trustees voted “Aye”. Motion carried.

Adam Hoover, from NIMEC, presented information. This is an Illinois State sponsored program. The Library will receive 10% of profits as a credit on our monthly bill. This would require a change from NRG to ComEd; the Library will still get current contracted NIMEC supply rate but billed through ComEd (delivery by ComEd). No termination fee; the library could try this and cancel later.

Many other municipalities have Lockport Township Park District,

Motion by Trustee Brooks and seconded by Trustee Miner to sign the solar subscription agreement with Garland Solar.

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

No abstentions. Motion carried.

13. New Business

a. Trustee Vacancy
The Library Board has 90 days to fill vacancy. Deadline for applications is October 9.

b. Budget and Appropriation Ordinance for FY2026-2027
Motion made by Trustee Miner and seconded by Trustee Otway to approve the Budget & Appropriation Ordinance for Fiscal Year 2026-2027. Roll call vote.

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

No abstentions. Motion carried.

c. Employee Handbook Update –Medical Insurance
Motion made by Trustee Meszaros and seconded by Trustee Faris to approve the Employee Handbook as amended.

Change made from the Library will pay 80% of PPO plans to the Library will pay 80% of all plan options.

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

No abstentions. Motion carried.

d. Public Comment in Meetings Policy
Motion made by Trustee Miner and seconded by Trustee Faris to approve the Public Comment in Meetings Policy as revised.

All Trustees voted “Aye”. Motion carried.

e. Artwork Display Policy
Motion made by Trustee Otway and seconded by Trustee Miner to approve the Artwork Display Policy as revised.

All Trustees voted “Aye”. Motion carried.

f. Patron Behavior Policy
Motion made by Trustee Meszaros and seconded by Trustee Stenoish to approve the Patron Behavior Policy as revised.

Language added to include additional examples of harassing behavior, included suspension of Library card privileges and access to off-site events and services.

All Trustees voted “Aye”. Motion carried

g. Identity Protection Policy
Motion made by Trustee Meszaros and seconded by Trustee Stenoish to approve the Identity Protection Policy as revised.

All Trustees voted “Aye”. Motion carried

h. Internet Access and Digital Device Policy
Motion made by Trustee Miner and seconded by Trustee Faris to approve the Internet Access and Digital Device Policy as revised.

All Trustees voted “Aye”. Motion carried

i. Policy Review: Security Camera Policy

14. Director’s Report

Director Kowalcze submitted a letter of support for the Village of Frankfort’s application to IDOT for ITEP funds to develop a multi-use path connecting Prestwick Subdivision to Old Plank Trail Road.

15. Public Comment on Library Business in General

Jeff Slovak: Friends September book sale brought in $2300. Saturday, October 12, 9-2pm. November 7 art market 10-4pm. February 6, 9am-2pm – inside book sale.

16. Trustee Comment

Trustee Meszaros: The wall behind the Friends West End book display looks amazing with the listing of Friends supporters.

Trustee Evenhouse: Thoroughly enjoyed the Fall Fest Parade.

17. Adjournment

Motion made by Trustee Faris and seconded by Trustee Miner to adjourn.

All trustees voted “Aye”. No abstentions. Motion carried. President adjourned the meeting at 8:51pm.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded by:

Melissa Rice
Recording Secretary