

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
April 28, 2022
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:04 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

Present: Trustee Look, Trustee Schneider, Trustee Wagner, Trustee Skibinski & Trustee Drisko

Absent: Trustee Karabis & Trustee Knutson

Also Present: Amanda Kowalcze & Melissa Rice

Citizens Advisory Committee:

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the March 24, 2022 Meeting

Motion made by Trustee Wagner to approve the minutes of the regular board meeting held March 24, 2022. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for March 2022.

A. Review of Bills for March 2022

Motion made by Trustee Schneider to approve the bills for March 2022 as presented. Seconded by Trustee Skibinski. Questions made regarding QuickBooks renewal. Roll call vote.

Drisko AYE

Knutson —

Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—Most expenses around average
- C. Line of Credit Status—No changes
- D. Profit & Loss V. Last Year—Slight surplus expected at end of fiscal year, due to revenue over budget.
- E. Balance Sheet as of March 31, 2022
- F. FY 2021-2022 Third Quarter Working Budget Review—No substantial changes from FY21–22.

VIII. Committee Reports

- A. Finance Committee—Met to review working budget for FY22–23. Third draft to be reviewed by board.
- B. Policy & Personnel Committee—Met to review further policies. Only two months of policies left to assess.
- C. Building & Grounds Committee—No need for consolidation of parcels until permits from the Village required. Discussion regarding Pfeiffer Rd. extension.
- D. Strategic Plan Committee—Met previous week to review survey questions. Distribution plans underway, pending discussion early May. President Look recommends section on survey prompting community members to serve on the Citizens Committee.

IX. Correspondence

None.

X. Old Business

A. Auditor Contract

Motion made by Trustee Skibinski to approve the proposal by Illinois NFP Audit & Tax, LLP for auditing services for the audits of fiscal years ending in June 2022, June

2023, and June 2024, for the amount of \$7,750 per year. Seconded by Trustee Schneider. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

B. HVAC Replacement Project

Motion made by Trustee Drisko to approve hiring Dan Eallonardo to serve as the Library's Owner's Representative for the HVAC replacement project at the rate of \$140 per hour. Seconded by Trustee Skibinski. Director Kowalcze spoke with references of Dan Eallonardo and shared their feedback with the board members. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

XI. New Business

A. Fixed Asset Capitalization Policy

1. No recommended changes.

B. Outstanding Check Policy

Motion made by Trustee Wagner to approve the Outstanding Check Policy as revised. Minor updates to align with new fraud protection tools. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.

C. Credit Card Use Policy

Motion made by Trustee Drisko to approve the Credit Card Use Policy as revised. Seconded by Trustee Schneider. Changes include removing mention of debit cards, lowering amount staff cardholders can charge without prior approval. All trustees voted "Aye." Motion carried.

D. Finance & Purchasing Policy

Motion made by Trustee Wagner to approve the Finance & Purchasing Policy. Seconded by Trustee Schneider. New policy to cover all financial procedures and spending. Roll call vote.

Drisko AYE

Knutson —

Karabis —

Skibinski AYE

Wagner AYE

Schneider AYE

Look AYE

Motion carried.

E. Facilities & Maintenance Policy

Motion made by Trustee Skibinski to rescind the Facilities & Maintenance Policy. Seconded by Trustee Wagner. Finance & Purchasing Policy replaces this policy. All trustees voted "Aye." Motion carried.

F. Security Camera System Upgrade

Motion made by Trustee Drisko to approve the proposal from Heritage Technology Solutions to upgrade and replace the security camera system at a cost of \$6,442.54. Seconded by Trustee Schneider. New system can support four additional cameras. Two cameras to be placed outside building to monitor patron parking lot. Director Kowalcze will inquire about camera for staff parking lot. Roll call vote.

Drisko AYE

Knutson —

Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

G. 2022 Salary Schedule

Motion made by Trustee Drisko to approve the 2022 Salary Schedule. Seconded by Trustee Wagner. Market adjustments for 23 non-manager staff members add \$26,860 to the Personnel Expenditures Budget for FY22–23. Director Kowalcze recommends reviewing each year for adjustments. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

H. 2022–23 Working Budget

Motion made by Trustee Wagner to table approving the FY22–23 Working Budget. Seconded by Trustee Schneider. Developer Fees and Cook County tax revenues have been underestimated in previous years, and are being adjusted to reflect more realistic amounts in budget. All materials costs being combined into umbrella Materials Budget. Electronic Information and Digital Material & Hosting up 5% for increased database costs. Printing, Professional Services increase 20–30% in anticipation of strategic plan expenses. Health Insurance budget increase. Payroll tax increase. IMRF expenses decreasing due to paying off Early Retirement Incentive by end of 2022. Proposed 4% increase for all staff in light of increased Consumer Price Index, and to stay competitive with other area libraries. Trustees asked Director Kowalcze to investigate the Fines & Fees revenue line and put together information regarding existing trends and potential future. All trustees voted “Aye” to table. Motion carried.

XII. Librarian's Report

The Board members received the March 2022 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Building & Grounds

1. HVAC issues, staff restroom out of order for several days.
2. Pest control service for ants in multiple departments.

B. Technology

1. Self-checkout stations require computer upgrades to comply with SWAN
2. Multi-factor authentication options being explored for library systems

XIII. Public Comment

None.

XIV. Trustee Comment

Trustee Wagner thanked Director for her help with policy review. Trustee Look thanked everyone for their time and work for this meeting.

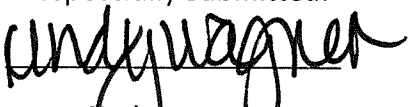
XV. Executive Session

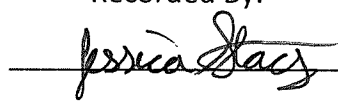
None required.

XVI. Adjournment

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

President Look adjourned the meeting at 9:25 p.m.

Respectfully Submitted:

Cindy Wagner
Secretary

Recorded By:

Jessica Stacy
Recorder