

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

April 27, 2023

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

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

Absent: Trustee Knutson & Trustee Karabis

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

Citizens Advisory Committee: Katherine Veach & Julie Terlep

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Regular Minutes and Special Minutes from the March 23, 2023 Meeting

Motion made by Trustee Drisko to approve the minutes of the regular board meeting and special board meeting held March 23, 2023. Seconded by Trustee Wagner. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for March 2023.

A. Review of Bills for March 2023

Motion made by Trustee Wagner to approve the bills for March 2023 as presented. Seconded by Trustee Skibinski. QuickBooks double charge to be reversed. Roll call vote.

Drisko

AYE

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

Motion carried.

- B. Maintenance Expense V. Budget—Roof flashing replacement, sprinkler testing, and 3-month janitorial costs paid.
- C. Capital Projects Fund Status
- D. Profit & Loss V. Last Year
- E. Balance Sheet as of March 31, 2023
- F. Third Quarter Working Budget Review—Revenue is \$77K over budget. Expenses at 72% of budget. Transfers between General Fund and IMRF Fund to be performed at June meeting. Possible additional one-time payment toward IMRF to finish paying off early retirement incentive and lower annual rate.

VIII. Committee Reports

- A. Finance Committee—Met in April to compose working budget and capital priorities recommendations.
- B. Policy & Personnel Committee—Met in March.
 - 1. Benefits Review Committee Final Report—All benefits revisions summarized, with recommendations for future benefits. Requested future changes include paid family leave by 2026, enhancement of health insurance to include more employees and their families, toll reimbursement, pet insurance, and supplemental medical benefits. Will assess Library’s compliance with Paid Leave for All Workers Act and present suggestions at August or September meeting.
- C. Building & Grounds Committee—Met April 10th to discuss capital priorities. Recommendations to be presented under Item X.
- D. Strategic Plan Committee—Meeting May 3rd to finalize draft of plan to present at May board meeting.

IX. Correspondence
Secretary of State letter recognizes the library.

X. Old Business

A. Building Assessment Study & Financial Advisor

1. Director Kowalcze reached out to several area libraries with referendum experience. Cost estimates range from \$1K–\$100K, depending on use of professional consultants vs volunteers, with a minimum of one year of work before ballot. Costs include legal advice, printing costs, financial advisor, etc. Consulted with EveryLibrary, nonprofit recommended by other libraries. Director Kowalcze met with financial advisors from PMA and Jamie Rachlin, financial advisor from Meristem Advisors. Jamie Rachlin recommends assessing budget to determine current financial health, as well as potential costs if necessary building repairs are completed over time without referendum, then also assessing operating cost increases if construction is pursued. Cost estimate for assessment is between \$5K and \$7.5K. Board agrees with value of financial advisor, regardless of referendum. Board to discuss priorities for work further in conjunction with strategic plan.

Motion made by Trustee Skibinski to approve financial advisor Jamie Rachlin to complete a financial assessment for the library at the rate of \$275 per hour, not to exceed 30 hours. Seconded by Trustee Schneider. Roll call vote.

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

Motion carried.

XI. New Business

A. FY 23–24 Capital Priorities

1. Highest priorities: courtyard wall, tuckpoint 1977 side of building, parking lot, full building sealant replacement & spalling patching, rooftop hatch safety

system, courtyard ramp, paint exterior. Courtyard closed, pending wall replacement. Still receiving estimates for replacement and disassembling. Recommended grinding out mortar in 1977 building and replacing, waiting for estimate.

2. Medium priorities: concrete planters for entrance drive-up, loading dock safety rails, paint/seal exterior metal doors. Discussed possible grants.
3. Low priorities: full building mold test, west end water heater replacement.
4. Short-term future capital priorities: HVAC replacement, regrade north side of building, electric panels, possible outreach vehicle.

***Motion made by Trustee Drisko to table the approval of capital priorities, pending estimates for work. Seconded by Trustee Schneider. All trustees voted "Aye."
Motion carried.***

B. 2023 Salary Schedule

Motion made by Trustee Wagner to approve the 2023 salary schedule. Seconded by Trustee Skibinski. Market adjustments due to inflation and minimum wage increase will impact pay rates for 28 staff members. 5% raise for all staff, for total Personnel Budget increase of \$75,580.19. Roll call vote.

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

Motion carried.

C. 2023–2024 Working Budget Draft

1. Revenue increase of 7.5%. Fines and fees revenue estimated to be half of FY22–23 budget, due to automatic renewals. Slight increases for Youth and Adult budgets. Seeking to rename several operational budgets. Operations budget increase of 20% over FY22-23. Printing and General ads increase over 200% due to return of printed newsletter. Considering sponsorships to cover individual newsletter printing costs. Professional services increase includes annual staff dinner and continuing education opportunities. Tuition reimbursement will be broken out to new line. IMRF budget is adjusted

down. Board requested increasing both youth services and adult services programming budgets to \$12,250 each. Estimated \$23K net income.

Motion made by Trustee Schneider to approve the working budget for FY23–24, as amended. Seconded by Trustee Drisko.

Roll call vote.

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

Motion carried.

D. Meeting Room Policy

Due to Library’s role as early polling place, political rallies are prohibited. Increased Meeting Room use necessitates revisiting all aspects of the Meeting Room Policy. Draft of amended policy to be reviewed at May meeting.

E. Personnel Policy: Tuition Reimbursement

Motion made by Trustee Drisko to approve the Tuition Reimbursement section of the Personnel Policy, as revised. Seconded by Trustee Skibinski. Employees eligible after 6 months of employment. Maximum of \$1.5K per employee per fiscal year, disbursed following course completion with grade of at least “B” or a “Pass” for a pass/fail course. Expanded to include any course or education that applies to current or future positions in the library. Suggested change to include reason for rejection on application form. All trustees voted “Aye.” Motion carried.

F. Borrowing Privileges Policy

Motion made by Trustee Drisko to approve the Borrowing Privileges Policy, as revised. Seconded by Trustee Wagner. All trustees voted “Aye.” Motion carried.

G. Homebound Delivery Policy

Motion made by Trustee Wagner to approve the Homebound Delivery Policy, as revised. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

H. Standards for IL Public Libraries Review: Ch. 4–5

Motion made by Trustee Drisko to approve tabling the Standards for IL Public Libraries Review until the May meeting. Seconded by Trustee Wagner. All trustees voted “Aye.” Motion carried.

XII. Librarian’s Report

The Board members received the March 2023 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Technical Services

1. Other libraries experience ransomware attacks, but library was protected due to recent software upgrades.

B. Citizens Advisory Committee Vacancy

1. Post vacancy on website due to member becoming elected trustee.

C. Administration

1. Director Kowalcze to send Board evaluation forms for her review in June.

XIII. Public Comment

None.

XIV. Trustee Comment

Trustee Schneider out of town for May meeting. Trustee Skibinski congratulated Katherine Veach on being elected as a trustee. She also pointed out comments on a recent library social media post. Trustee Look congratulated Katherine Veach on her election to the board.

XV. Executive Session

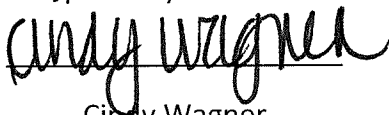
None required.

XVI. Adjournment

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

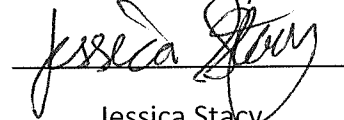
President Look adjourned the meeting at 9:23 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder