

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY

April 24, 2025

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:18 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Nomination of Secretary Pro Tempore

Trustee Stenoish named Secretary Pro Tempore.

IV. Roll Call

Trustee Stenoish called the roll call.

Present: Trustee Look, Trustee Drisko, Trustee Schneider, Trustee Stenoish

Absent: Trustee Karabis & Trustee Knutson

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee: Mary Lynne Paris & Julie Terlep

V. Introduction of Visitors

Jeff Slovak; incoming trustees Emily Meszaros, Autumn Faris, Karen Miner, & Jeffrey Otway

VI. Public Comment—Agenda Items Only

Mary Lynne Paris asked where the potential outreach vehicle would be stored, and was assured it would not impact the Friends of the Library's use of the garage.

VII. Approval of Minutes from the March 27, 2025 Meeting

Motion made by Trustee Drisko to approve the minutes of the regular board meeting held March 27, 2025. Seconded by Trustee Schneider. Changes include corrections to item VIII.C.1. that the East End is missing GCFI outlets, not West End. Item X.B.1 changed to add "no additional discussion at this meeting." Item X.C.2 updated to read "Suggested change is proposed effective May 2025 because of the 6 member change over of the newly elected Board. The current president, who is the only member left from the outgoing Board, will retain this post for one year for the purpose of board transition and library business continuity. Thie proposed amendment is for only one year. Other Boards have worked in a similar way, such as the Will County Forest Preserve who retained their President with the understanding the Vice President

would take over.” XI.A.1. changed to reflect ISL grant, not ILA. XI.C. updated to reflect that further discussions were needed with both the Frankfort Park District and the Village of Frankfort. All trustees voted “Aye.” Motion carried.

VIII. Treasurer’s Report

Trustee Schneider read the treasurer’s report for March 2025.

A. Review of Bills for March 2025

Motion made by Trustee Schneider to approve the bills for March 2025 as presented. Seconded by Trustee Drisko. Mastercard significantly higher than usual due to snow removal and salting bills. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Stenoish	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—Bruno’s Tuckpointing charge will be covered by insurance of driver who hit building.
- C. Capital Funds Project Status—
- D. Profit & Loss V. Last Year—Only spent 64% of budget. On track for at least a \$100K surplus.
- E. Balance Sheet as of March 31, 2025—
- F. Third Quarter Budget Report—Most categories are well within budget, with Utilities being the only outlier due to higher heating bills.

IX. Committee Reports

- A. Finance Committee—Met April 15. Will County property tax estimate came in at \$20K below expectation for FY25–26 budget. Committee worked to remove \$20K of expenses from FY25–26 budget.
- B. Policy & Personnel Committee—Hiatus until new board in May.

- C. Building & Grounds Committee—Did not meet.
- D. Strategic Plan Committee—Met April 9 for quarterly and mid-plan review of strategic plan progress.
 - 1. Strategic Plan Quarterly Assessment Jan-Mar 2025—Reaching out to partner with other community organizations, like Archdiocese of Joliet.
 - 2. Strategic Plan Mid-Plan Review—Will be looking to create new strategic plan in 2026.

X. Correspondence
None.

XI. Old Business

A. Required and Recommended Renovation Work Project—

1. Future Renovations

B. Renovation Committee

C. Board Continuity/Transition

1. Proposed Board Bylaws Revision

Motion made by Trustee Stenoish to approve the revision to the board bylaws. Seconded by Trustee Schneider. As 6 of 7 board seats turned over in the recent election, the current board president will retain their seat for the first year after the turnover for the purpose of business continuity. The board acknowledged that future boards may make a different choice and remove the revision to the bylaws. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Stenoish	AYE
Schneider	AYE
Look	AYE

Motion carried.

D. FY25–26 Working Budget

Motion made by Trustee Schneider to approve the FY25–26 Working Budget. Seconded by Trustee Stenoish. Canceled Chicago Tribune subscription, due to \$50 weekly charge and Chicago Tribune’s refusal to lower the rate. Chicago Sun Times

subscription is only \$175 per year. Staff will be tallying patrons who request the Chicago Tribune, for consideration of resubscribing in the future, when the library will be eligible for a price of \$7 per week. Removed \$2K from Professional Service Contracts Budget. Some budget lines, such as IMRF and health insurance, are estimates until official bill comes in. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Stenoish	AYE
Schneider	AYE
Look	AYE

Motion carried.

E. 2025–2026 Salary Schedule

Motion made by Trustee Drisko to approve the FY25–26 Salary Schedule. Seconded by Trustee Schneider. Total impact to budget will be \$49K, if a new Youth Services assistant is added, for an overall 2.9% increase in the Payroll Budget. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Stenoish	AYE
Schneider	AYE
Look	AYE

Motion carried.

F. Parking Lot Civil Engineer & Traffic Study Proposal

Director Kowalcze Village of Frankfort did not conduct Pfeiffer Rd. extension traffic study. St. Francis and Pfeiffer Rd. speed study done by Frankfort Chief of Police. Just south of library entrance, speed detector was up for 2 weeks, with data coming soon. Director Kowalcze discussed with Frankfort Park District how recent projects were funded. The Frankfort Park District reached out to contractors and got an estimate, then added in design costs before submitting to Senator Hastings. Director Kowalcze is looking for a ballpark estimate from previous parking lot construction company. If looking to submit for a grant, the park district recommended adding the

design fee to estimate. Park district advised that once a request is submitted for a grant, the amount cannot change.

XII. New Business

A. Computer Purchase Proposal—Dell Technologies

Motion made by Trustee Stenoish to approve the quote from Dell Technologies for new computers in the amount of \$11,974.11. Seconded by Trustee Schneider. Upgrade was due to be done next fiscal year, but due to tariffs increasing costs and a tight budget for FY25–26, will be moved up. Roll call vote.

Drisko	ABSTAINED
Knutson	—
Karabis	—
Stenoish	AYE
Schneider	AYE
Look	AYE

Motion carried.

B. Building Consultant Contract

Motion made by Trustee Drisko to approve the building consultant contract with Dan Eallonardo of Independent Construction Services, Inc. Seconded by Trustee Schneider.

Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Stenoish	AYE
Schneider	AYE
Look	AYE

Motion carried.

C. Resolution in Recognition of Jennifer Knutson

Motion made by Trustee Drisko to accept the resolution in recognition of Jennifer Knutson. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

XIII. Librarian's Report

The Board members received the March 2025 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Building—

1. Basement needed to be cleaned out for East End HVAC project. Items were moved into a rented Pod. Herder Brothers total of \$700, plus \$500 charge for storage Pod stays well within \$3,500 moving expense allowance. Concrete pad the new HVAC unit rests on needs additional work, plus unit must be sealed for an extra \$5K. New HVAC unit to be placed first week of May.

B. Admin—

1. Outreach Vehicle Fundraiser website launched on National Library Week.

XIV. Public Comment

Julie Terlep welcomed the new trustees. Jeff Slovak mentioned the Friends flower sale pickup is May 10th.

XV. Trustee Comment

Trustees Schneider, Drisko, and Stenoish welcomed incoming board members. President Look noted how well the current board has worked together and how little conflict there has been. She mentioned that she will miss the current board and she welcomes the new board members.

XVI. Executive Session

None required.

XVII. Adjournment

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

President Look adjourned the meeting at 8:43 p.m.

Respectfully Submitted:

Brooks Stenoish
Secretary Pro Tem

Recorded By:

Jessica Stacy
Recorder