

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

April 23, 2026

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:08 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Otway called the roll call.

Present: Trustee Otway, Trustee Look, Trustee Meszaros, Trustee Miner, Trustee Faris, & Trustee Evenhouse. Trustee Stenoish arrived at 7:12 p.m.

Absent:

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee: Mary Lynne Paris

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the March 26, 2026 Meeting

Motion made by Trustee Miner to approve the minutes of the regular board meeting held March 26, 2026. Seconded by Trustee Otway. Items XI. F & G updated to reflect that items were tabled until April meeting. All trustees voted "Aye." No abstentions. Motion carried.

VII. Treasurer's Report

Trustee Miner read the treasurer's report for March 2026.

A. Review of Bills for March 2026

Motion made by Trustee Faris to approve the bills for March 2026 as presented. Seconded by Trustee Evenhouse. Trustee Stenoish arrived as discussion began at 7:12 p.m. Significant one-time expenses were annual audit for \$8,000, legal fees of \$2,110 for reading room and vehicle purchase, and \$1,271.25 for StudioGC for reading room project bid process. Roll call vote.

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

No abstentions. Motion carried.

- B. Maintenance Expense V. Budget—Mostly standard monthly expenses.
- C. Risk Management Expenses—Expenses were low, due to only a few snow removal or salting services.
- D. Profit & Loss V. Last Year—Over 100% of budgeted revenue received.
- E. Balance Sheet as of March 31, 2026—Deferred tax revenue from Cook County being held until FY26–27 starts in July.
- F. Third Quarter Budget Report—Expenditures only at 63.8% of budget, despite being 75% through fiscal year.

VIII. Committee Reports

- A. Finance Committee—Met April 14 to discuss draft of working budget for FY26–27.
- B. Policy & Personnel Committee—Met April 6 to discuss Parking Policy, Alcohol in the Library Policy, Library Vehicle Policy, Non-Discrimination & Anti-Harassment Policy, Freedom of Information Act (FOIA) Policy, and Community Information & Solicitation Policy. Next meeting scheduled for May 8.
- C. Building & Grounds Committee—Met April 8. Committee discussed options for parking lot safety near West End. Director Kowalcze to request quote for planters to match those near library entrance. Illinois State Library security grant application in progress for two wireless parking lot cameras and a key fob system for 9 library doors for an amount of \$70,000. Potential donors expressed interest in a project for the Youth Services area. Options for different price points will be presented to possible donors. Broken courtyard window replaced. Next meeting scheduled for May 13.

- D. Strategic Plan Committee—April 28 meeting set to discuss data from community survey and begin drafting new strategic plan.

IX. Correspondence

Former Mayor Jim Holland’s wife passed recently. She was a media representative for high school district 210 and later worked for the Village of Frankfort. Due to the Hollands’ support of the Library, President Look sent a card to the Holland family on behalf of the Library’s board to express condolences.

X. Old Business

A. Outreach Vehicle Purchase

1. Director Kowalcze shared an estimate of car costs as well as potential vehicle wrap designs. Original chosen automotive group for Chrysler Pacifica purchase sold the vehicle the board approved for purchase. Director Kowalcze pursued other options, including a vehicle directly from the factory via National Auto Fleet Group for \$50,175.72 and a vehicle from Bettenhausen for \$47,730. National Auto Fleet Group option would be a 2027 model with a waiting period of 2-3 months, as the manufacturer is switching to making the next model year. However, the price is higher, with no room to negotiate, as it is a direct purchase from the manufacturer. Bettenhausen vehicle has a rebate, but would need to get municipal plates. Director Kowalcze confirmed that the vehicle would be serviced at any Chrysler dealership, if purchased via National Auto Fleet Group. All maintenance to be handled by Director Kowalcze and Head of Maintenance. Director Kowalcze to inquire with Bettenhausen about warranty terms.

B. FY26–27 Capital Priorities

Motion made by Trustee Otway to approve the FY26–27 Capital Priorities. Seconded by Trustee Meszaros. Adding Phase 2 of meeting room soundproofing for \$55,000. Roll call vote.

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

No abstentions. Motion carried.

C. Landscaping Proposal

Motion made by Trustee Stenoish to approve the proposal from Nellis Landscaping for landscaping work and plant replacement in an amount not to exceed \$20,000. Seconded by Trustee Evenhouse. At the Board’s request, Nellis Landscaping updated their proposed design based on the Library’s desire to incorporate more native plants. Landscaper gave thoughtful feedback on Possibility Place design and made recommendations to eliminate invasive species from the proposal, while still prioritizing inclusion of native plants. Changes of plants from original design does not change estimate, as the landscaper is swapping plants of an equivalent size. Director Kowalcze to request contract to include maintenance plan and guarantee on new plants. Roll call vote.

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

No abstentions. Motion carried.

D. Potential Donation Discussion

1. Furniture ideas for Youth Services were discussed, with Head of Youth Services and Director putting together proposals to meet with donors soon.

E. Illinois Public Library Standards Review: Building & Grounds and Collection Management

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
 - a) *Building & Grounds—Standards for library furniture inventory and conducting periodic appraisal of all furniture, fixtures, and equipment with an accredited appraisal company have room for growth. Library also identified comprehensive facilities maintenance manual as room for improvement. Library not prioritizing advanced standard of pursuing environmental accreditations.*

- b) *Collection Management—Library noted that current materials budget is 7%, but intermediate standard is 8%–12%. Library also noted a comprehensive materials maintenance plan over 2-3 year schedule is room for growth. Specialized collections for local history and genealogy is not digitized, meaning only the advanced standard is not met.*

XI. New Business

A. FY26–27 Draft Working Budget

1. Budgeted revenue increase of 4.3% due to Will County tax revenue increase of 4.94%. Grants are currently estimated at \$0 unless any are awarded. Donations expected to return to average amount of \$10,000.
Budgeted expenditures increase of 4%. Increases to Adult Digital Materials budget to meet increased Libby and Hoopla demand. Marketing and promotion budget increased to meet rising newsletter costs. Decreased expenditures anticipated for Library Fixtures & Furniture.
Estimated health insurance costs will be available in May, with final costs being determined in October, though working budget estimate is 18% growth from FY25–26.

B. 2026–2027 Salary Schedule

Motion made by Trustee Miner to approve the FY26–27 Salary Schedule. Seconded by Trustee Otway. Total impact to budget will be \$67,300, factoring in addition of two summer interns and a potential retirement, for an overall 4% increase in the Payroll Budget. Roll call vote.

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

No abstentions. Motion carried.

C. Director’s Review—July

1. Designated trustee to report Director Kowalcze’s new rate of pay to Business Manager to preserve checks and balances. Forms must be completed by Trustees to assess Director Kowalcze’s performance.

D. Library Vehicle Policy

Motion made by Trustee Evenhouse to approve the new Library Vehicle Policy. Seconded by Trustee Faris. Policy developed in conjunction with legal advisor and insurance broker. Policy identifies who may access the vehicle and addresses acquisition of motor vehicle reports for potential drivers, along with what disqualifies a staff member from access to the vehicle. Authorized uses for the vehicle are outlined, along with any restrictions and Library policies that apply during use of the vehicle. Procedures for maintenance items such as gas needs, cleaning and keeping of the vehicle, and storage of the vehicle are detailed. Board recommended minimum age of 21 for any staff allowed to drive the vehicle. Purpose of policy should be updated to note that the Library owns the vehicle. Board noted that other changes may be made to the policy as needed, rather than waiting until a policy review is due. Roll call vote.

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

No abstentions. Motion carried.

Motion made by Trustee Evenhouse to approve the bid from Bettenhausen Automotive for the purchase of an outreach vehicle in an amount up to \$47,729.63, including a \$500 deposit which counts toward the overall vehicle price. Seconded by Trustee Stenoish. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE

Faris	AYE
Evenhouse	AYE
Stenoish	AYE

No abstentions. Motion carried.

E. Borrowing Privileges Policy

Motion made by Trustee Otway to approve the Borrowing Privileges Policy, as revised. Seconded by Trustee Faris. Added sections regarding terms for educator cards, restricting reciprocal borrowing from the Library of Things, and assigning patron liability for loss, damage, or injury caused by use of library materials such as technology. All trustees voted "Aye." No abstentions. Motion carried.

F. Homebound Delivery Policy

Motion made by Trustee Evenhouse to approve the Homebound Delivery Policy, as revised. Seconded by Trustee Miner. Updates include that staff may report health and safety concerns to the Frankfort Police Department for a wellness check. Stipulates that patrons may not request a specific staff member, make unreasonable demands of staff time, or engage in debates of personal, religious, or political beliefs. All trustees voted "Aye." No abstentions. Motion carried.

G. Alcohol in the Library Policy

Motion made by Trustee Otway to approve the Alcohol in the Library Policy, as revised. Seconded by Trustee Evenhouse. All trustees voted "Aye." No abstentions. Motion carried.

H. Policy Review: Parking Policy

1. Reviewed with no changes.

XII. Librarian's Report

The Board members received the March 2026 monthly librarian's report from Director Kowalczek for review by the trustees, including information on the following:

A. Admin

1. ALA offering discounted tickets for conference in Chicago this June.

B. Building & Grounds

1. Reading Room construction to start next week.

XIII. Public Comment

Director Kowalczek thanked the trustees for the treats for staff during National Library Week. She also mentioned that a patron had a family member who had overdosed on

prescription medications due to inaccurate medical advice and was saved by the free Naloxone the patron had taken from the distribution box in the Library vestibule.

XIV. Trustee Comment

Trustee Meszaros thanked other board members for the work on the budget.

XV. Executive Session

None required.

XVI. Adjournment

Motion made by Trustee Stenoish and seconded by Trustee Miner to adjourn the meeting. All trustees voted "Aye." No abstentions. Motion carried.

President Look adjourned the meeting at 9:32 p.m.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded By:

Jessica Stacy
Recorder