

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

August 25, 2022

7:00 PM

Public Hearing on the Approval of
Budget & Appropriations Ordinance for FY22–23

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 Karabis, Trustee Skibinski, Trustee Look, Trustee Wagner, & Trustee Knutson

Absent: Trustee Drisko

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee:

IV. Introduction of Visitors

None.

V. Comments on the Budget & Appropriation Ordinance for FY22–23

None.

VI. Adjournment

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

President Look adjourned the meeting at 7:03 p.m.

Regular Meeting Agenda

- 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 Schneider, Trustee Karabis, Trustee Skibinski, Trustee Look, Trustee Wagner, & Trustee Knutson
Absent: Trustee Drisko
Also Present: Amanda Kowalcze & Denise Wargowsky
Citizens Advisory Committee:
- IV. Introduction of Visitors
None.
- V. Public Comment—Agenda Items Only
None.
- VI. Approval of Minutes from the July 28, 2022 Special Meeting & Regular Meeting
Motion made by Trustee Schneider to approve the minutes of the special & regular board meetings held July 28, 2022. Seconded by Trustee Knutson. Question made regarding tabling of items on regular meeting agenda, due to lack of quorum after New Business item I. All trustees voted “Aye.” Motion carried.
- VII. Treasurer’s Report
Trustee Schneider read the treasurer’s report for July 2022.
 - A. Review of Bills for July 2022
Motion made by Trustee Schneider to approve the bills for July 2022 as presented. Seconded by Trustee Wagner. Annual fees paid via credit card for multiple technology expenses, including cyber insurance, malware protection, and website hosting. Roll call vote.

Drisko —

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| Knutson | AYE |
| Karabis | AYE |
| Skibinski | AYE |
| Wagner | AYE |
| Schneider | AYE |
| Look | AYE |

Motion carried.

- B. Maintenance Expense V. Budget—Air conditioning bill lower due to more efficient systems. Mulch installation completed.
- C. Line of Credit Status—No changes; balance still at \$296,893.74
- D. Profit & Loss V. Last Year—52% of revenue for FY22–23 received, mostly via property taxes.
- E. Balance Sheet as of July 29, 2022

VIII. Committee Reports

- A. Finance Committee—Did not meet
- B. Policy & Personnel Committee—Met in August to review several policies. Benefits review is next order of business.
- C. Building & Grounds Committee—Did not meet
- D. Strategic Plan Committee—Did not meet, but both focus groups have been conducted by an outside contractor, with results pending.

IX. Correspondence

None.

X. Old Business

None.

XI. New Business

- A. Budget and Appropriation Ordinance for FY2022–2023

Motion made by Trustee Skibinski to approve the Budget and Appropriation Ordinance for FY22–23. Seconded by Trustee Wagner. Due to increased CPI, library may request 6% tax levy in September, in line with other local libraries. Notice of

required Truth in Taxation Hearing will be published in newspaper. Director Kowalcze noted that awarded amount will not exceed county tax cap. Roll call vote.

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

Motion carried.

B. Illinois Public Library Annual Report

1. Due to pandemic, programs must be recorded as either synchronous or asynchronous. Total items circulated by library is 240k, including 155k books. 15k items were sent via SWAN, with 27k items received via SWAN.

C. Policy Review: Reference Services Policy

1. No recommended changes

D. Policy Review: Race and Equality Policy

1. Staff and management survey noted strengths in diverse programming & materials, but identified opportunities in career advancement/hiring and conference attendance (limited by pandemic). President Look recommends policy evolve into a full Diversity, Equity, & Inclusion policy in near future.

E. Policy Review: Credit Card Security Policy

1. No recommended changes

F. Non-Discrimination and Anti-Harassment Policy

Motion made by Trustee Skibinski to approve the Sexual Harassment Policy as revised, hereafter known by the new policy title “Non-Discrimination and Anti-Harassment Policy. Seconded by Trustee Schneider. Updated based on HR Source to be more all-encompassing, including reporting procedures. All trustees voted “Aye.” Motion carried.

G. Photography and Filming Policy

Motion made by Trustee Wagner to approve the Photography and Filming Policy. Seconded by Trustee Karabis. New policy to address patron photos and videos, as

well as photo and video rules for programming. All trustees voted “Aye.” Motion carried.

H. Investment of Public Funds Policy

Motion made by Trustee Schneider to approve the Investment of Public Funds Policy, which replaces the Investment Policy. Seconded by Trustee Wagner. Updated policy, based on state law. All trustees voted “Aye.” Motion carried.

I. Whistleblower Reporting and Anti-Retaliation Policy

Motion made by Trustee Knutson to approve the Whistleblower Reporting and Anti-Retaliation Policy. Seconded by Trustee Look. Revisions establish a reporting official, outline investigation processes, and dictate remedial actions. All trustees voted “Aye.” Motion carried.

J. Homebound Delivery Policy

Motion made by Trustee Skibinski to approve the Homebound Delivery Policy. Seconded by Trustee Wagner. All trustees voted “Aye.” Update further outlines eligibility guidelines for Homebound Delivery. Motion carried.

K. Donation Policy

Motion made by Trustee Wagner to approve the Donation Policy. Seconded by Trustee Karabis. Revised to include donation acknowledgement wall with three donation tiers. Recommended by board to specify that genre recommendations for commemorative book donation program are welcome, though final collection purchasing decisions are made by staff. All trustees voted “Aye.” Motion carried.

L. Library Trustee Responsibilities

1. Outline of library trustee duties for residents interested in running for election.

M. Citizens Advisory Board Description and Application

1. Outline of description and expectations for Citizens Advisory Board members. Maximum of three members per year, serving one-year terms. Board assessed the application and interview process.

N. Standards for IL Public Libraries Review: Ch. 1–4

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
 - a) Ch. 1—Core Standards—Improvements in strategic plan in progress, though disaster prevention & recovery plan and technology plan need updates.
 - b) Ch. 2—Governance and Administration—Area for growth is for board members to attend conferences and events.
 - c) Ch. 3—Personnel—Staff identified no areas for growth.
 - d) Ch. 4—Access—Areas for growth include outdoor signage visible from street, signage within library, better lighting for east end restrooms, added technological capabilities for east end, and better accessibility to books for wheelchair users.

XII. Librarian’s Report

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

A. Building & Grounds

1. New West End seating

B. Technology

1. New security cameras and door counter

C. Community

1. Fall Fest parade

D. Circulation & Tech

1. Summer Reading program successful
2. Library Card Signup Month

XIII. Public Comment

None.

XIV. Trustee Comment

President Look thanked everyone for coming. Trustee Schneider will not be present for September meeting.

XV. Executive Session

None required.

XVI. Adjournment

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

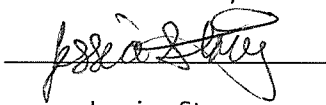
President Look adjourned the meeting at 8:26 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder