

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
August 24, 2023
7:00 PM

Public Hearing on the Approval of
Budget & Appropriations Ordinance for FY23–24

- I. Call to Order
President Look called the meeting to order at 7:00 p.m.

- II. Roll Call
Trustee Wagner called the roll call.

Present: Trustee Look, Trustee Veach, Trustee Schneider, Trustee Drisko, Trustee Karabis, & Trustee Wagner
Absent: Trustee Knutson
Also Present: Amanda Kowalcze, Melissa Rice, & Denise Wargowsky
Citizens Advisory Committee: Tracey Bohl, Brooks Stenoish, Lauren McDonald, & Julie Terlep

- III. Introduction of Visitors
Jeff Slovak—Friends of the Frankfort Library liaison

- IV. Comments on the Budget & Appropriation Ordinance for FY23–24
None.

- V. Adjournment
Motion made by Trustee Wagner and seconded by Trustee Karabis to adjourn the meeting. All trustees voted “Aye.” Motion carried.
President Look adjourned the meeting at 7:02 p.m.

Regular Meeting Agenda

- 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 Look, Trustee Veach, Trustee Schneider, Trustee Drisko, Trustee Karabis, & Trustee Wagner
Absent: Trustee Knutson
Also Present: Amanda Kowalcze, Melissa Rice, & Denise Wargowsky
Citizens Advisory Committee: Tracey Bohl, Brooks Stenoish, Lauren McDonald, & Julie Terlep

- IV. Appointment of Secretary Pro Tempore
Motion made by Trustee Drisko to approve the appointment of Trustee Wagner as Secretary Pro Tempore. Seconded by Trustee Schneider. All trustees voted "Aye."
Motion carried.

- V. Introduction of Visitors
Jeff Slovak, Friends of the Frankfort Library Liaison.

- VI. Public Comment—Agenda Items Only
None.

- VII. Approval of Minutes from the July 27, 2023 Meeting
Motion made by Trustee Veach to approve the minutes of the regular board meeting held July 27, 2023. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.

- VIII. Treasurer's Report
Trustee Schneider read the treasurer's report for July 2023.
 - A. Review of Bills for July 2023
Motion made by Trustee Schneider to approve the bills for July 2023 as presented. Seconded by Trustee Wagner. Question made regarding two Dynegy electrical charges and which fiscal year the charges should be attributed to. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	AYE

Veach	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget
- C. Capital Funds Project Status—Approximately \$250,000 balance remaining
- D. Profit & Loss V. Last Year
- E. Balance Sheet as of July 31, 2023—8 months of funding saved for emergencies

IX. Committee Reports

President Look suggested that each committee sets formal meeting schedule, along with discussion topics. Committees should align priorities and initiatives with new strategic plan.

- A. Finance Committee—Did not meet.
- B. Policy & Personnel Committee—Meeting August 31 to review changes to employee handbook in response to new legislation, including Paid Leave for All Workers Act and Victims’ Economic Security and Safety Act.
- C. Building & Grounds Committee—Did not meet, but may discuss StudioGC proposals as a follow-up to item XII, D below.
- D. Strategic Plan Committee—Will meet in September. One staff member has stepped down. Director Kowalcze seeking replacement staff member prior to next meeting.

X. Correspondence

Verbal correspondence with Terry Kestel, superintendent of public works at Frankfort Village to confirm that crews will not block library access or store construction vehicles in the library parking lot during construction of the Pfeiffer Rd. extension.

XI. Old Business

None.

XII. New Business

A. Budget and Appropriation Ordinance for FY2023–2024

Motion made by Trustee Drisko to approve the Budget and Appropriation Ordinance for FY23–24. Seconded by Trustee Wagner. Notice was published in the newspaper and in the Library for 30 days. Full Ordinance will be published following vote. Roll call vote.

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

Motion carried.

B. Library Building Maintenance Tax Ordinance

Motion made by Trustee Wagner to approve the Building Maintenance Tax Levy. Seconded by Trustee Schneider. Must be levied at least once every three years, or it is lost, but due to being in a county with a tax cap, there is a maximum amount of tax revenue that will be received. Roll call vote.

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

Motion carried.

C. Illinois Public Library Annual Report (IPLAR)

1. Report due September 1 each year. Notable annual statistics include over 83K patron visits, 711 programs, 13K program attendees, 16K cardholders, 86K print items, 295K items in circulation.

D. StudioGC Proposals

1. The board reviewed architectural services proposals from StudioGC. Director Kowalcze discussed proposals with owner’s representative Dan Eallonardo. Director Kowalcze is seeking recommendations from Dan Eallonardo for other firms to consult, as a comparison. Board reviewed StudioGC concept designs from other local libraries and discussed estimated timeline for potential schematic designs. Board discussed StudioGC fee percentage, which has an inverse relationship with contract amount. Board also discussed referendum proposal from StudioGC.

E. Special Reserve Fund Transfer

Motion made by Trustee Veach to transfer \$65,000 from the General Fund to the Special Reserve Fund, effective June 30, 2023. Seconded by Trustee Karabis. Roll call vote.

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

Motion carried.

- F. Board of Trustees Bylaw Amendment: Electronic Meeting Attendance Amendment
1. New amendment to Illinois Open Meetings Act dictates that trustees may attend meetings electronically due to unexpected childcare obligations. Change to Board Bylaws will be action item at future meeting.
- G. Standards for IL Public Libraries Review: Ch. 6–8
1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
 - a) Ch. 6—Safety—Staff noted area of improvement as a building safety checklist for daily, weekly, quarterly, semi-annual, and annual safety procedures.
 - b) Ch. 7—Collection Management—Staff noted room for improvement in raising material expenditures costs to a standard 8-12% of operating budget from current 6.2%.
 - c) Ch. 8—System Member Responsibilities and Resource Sharing—Staff noted opportunity for library staff and board members to participate in state and regional library committees.
- H. Closed Session Minutes for Approval
Motion made by Trustee Drisko to approve the minutes of the executive session meeting held June 22, 2023. Seconded by Trustee Wagner. No specific information is distributed for public viewing, but minutes are provided to trustees for review by Director Kowalcze. Minutes were collected from trustees by Director Kowalcze after viewing and will be shredded. Any Special Meeting Minutes will be approved at biannual reviews, going forward. All trustees voted “Aye.” Motion carried.
- I. Closed Session Meeting Minutes
Motion made by Trustee Veach to open Closed Session Minutes from June 23, 2023 to the Public and keep remaining still-privileged minutes closed. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.
- J. Closed Session Recordings
Motion made by Trustee Wagner to not destroy closed session meeting recording from 2/27/20. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.
- XIII. Executive Session
None required.

XIV. Librarian's Report

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

A. Building & Grounds

1. After two canceled attempts due to weather, parking lot resurfacing completed.
2. Fencing for courtyard will be delivered August 29.
3. Anderson Painting repainted both meeting rooms.

B. Friends of the Library

1. Book sale and Shop the Lot events rainy, but successful. Next book sale September 9.

C. West End

1. Piloting two changes to study room policy by allowing reservations for one study room and allowing windows in study room to be covered for those taking proctored exams.

D. Adult Services

1. Changes to staff include Nicholas dropping to part time and Rachel B. being promoted to Librarian.

E. Youth Services

1. Bluey & Bingo program—432 people attended

F. Fall Fest

1. Trustee Veach, Trustee Schneider, Trustee Knutson, & Trustee Look to walk in Fall Fest parade.

XV. Public Comment

Citizens Advisory Committee member Lauren McDonald expressed that her children enjoyed the Bluey and Bingo event. She appreciated that those from outside the community were able to attend as well, but that residents were given priority. Melissa Rice commented that an elderly lifelong Frankfort resident who hasn't been a library patron called and registered for multiple programs, in response to recent mailed newsletter.

XVI. Trustee Comment

Trustee Drisko commented that there may be additional traffic backup once the Pfeiffer Rd. extension is finished. President Look recommended that concerns regarding the impact of the Pfeiffer Rd. extension construction be added to a future meeting agenda

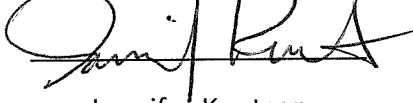
for the purpose of communicating them to Terry Kestel at the Village. Trustee Veach mentioned trustees may want to attend webinars from ALA. President Look commented on the most recent printed newsletter from the library and the variety of programs. She thanked everyone for attending the meeting and providing input.

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 8:40 p.m.

Respectfully Submitted:



Jennifer Knutson
Secretary

Recorded By:



Jessica Stacy
Recorder