

FRANKFORT PUBLIC LIBRARY DISTRICT  
POLICY AND PERSONNEL COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
August 14, 2025  
9AM

I. Call to Order

The meeting was called to order at 9:03AM.

II. Roll Call

Present: Trustee Evenhouse, Trustee Otway. Trustee Meszaros joined the meeting at 9:20am.

Absent: None

Also Present: Director Kowalcze

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Old Business

None

V. New Business

A. Develop Policy Review Calendar

1. The Committee reviewed the list of all existing policies and other items that fall under the review purview of the Policy and Personnel Committee. The Committee agreed that it would be best to meet regularly and begin working through a policy review based on chronology of last time reviewed. Additional policies will be added to the agenda as required by circumstantial need or legal changes.

2. The Committee decided to plan on meeting at 9am on the first Thursday of each month.

B. Policy Review: Meeting Room Policy

1. The Committee discussed the current Meeting Room Policy and a few suggested edits. First, the policy would be edited to make the number of tables and chairs available in each room clear. This is a frequent point of confusion with potential Meeting Room users and its inclusion was requested by staff.

2. The Committee discussed revising the policy to state that meetings by outside groups do not need to be open to the public at large. This will allow for a better division of general areas of the Library which are public forums accessible and

filmable by all and non-public areas where filming would be restricted. The Committee discussed adding signage to the Meeting Room during reservations, such as “Reserved for Private Group Use.”

3. The Committee discussed limiting reservation of the Meeting Rooms to only businesses and community groups who are located within the Library District, no longer allowing Out of District groups to reserve space. This would prioritize our community members, and local groups have a greater investment in maintaining positive relationships with the Library. This was requested by staff.

4. The Committee discussed the potential financial impact of eliminating out of district reservations. Director Kowalcze opined that although there would be some financial impact, since out of district groups pay more, the effect on the overall budget would be negligible, as the majority of meeting room bookings are already in district non-profits, such as Home Owners Associations and Scout groups. The Committee asked Director Kowalcze to benchmark our Meeting Room prices against other options in the area, such as the Village Community Room and the Park District room rentals.

5. The Committee agreed to review this policy again at the next meeting.

C. Next Meeting

1. The Committee will meet next at 9am on Thursday, September 4. The Committee will be reviewing the following policies: Reconsideration of Library Material Form, Materials Selection Policy, Fixed Asset Capitalization Policy, and Outstanding Check Policy.

VI. Public Comment

None

VII. Adjournment

Trustee Evenhouse motioned to adjourn and Trustee Otway seconded. Meeting adjourned at 9:49am.

Recorded By:  
Amanda Kowalcze  
*Library Director*