

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

May 21, 2020

3:00 PM

I. Call to Order

President Look called the meeting to order at 3:03 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Labuda called the roll call.

Present: Trustee Slovak, Trustee Albert, Trustee Look, Trustee Labuda, Trustee Skibinski and Trustee Leyva via Zoom

Absent: Trustee Tylk

Also Present: Pierre Gregoire, Melissa Rice and via Zoom Jessica Nawrocki.

Citizens Advisory Committee: John Schneider

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the February 27, 2020 Meeting

Motion made by Trustee Slovak to approve the minutes of the regular board meeting held February 27, 2020 as amended. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Albert read the treasurer's report for April 2020.

VIII. Review of Bills for February-April 2020

Motion made by Trustee Albert to approve the bills for February, March, and April 2020 as presented. Seconded by Trustee Slovak. Questions made regarding charges related to June cleaning service and security maintenance charge. All trustees voted "Aye." Motion carried.

IX. Correspondence

A. None

X. Unfinished Business

A. None

3:20 PM Trustee Skibinski joined the meeting via Zoom

XI. New Business

A. Working Budget FY 2020-2021

- (1) **Questions made by Trustee Albert about developer fees, fines & fees due to library being closed, the programming expenses budget, and the Friends of the Frankfort Public Library donations. These budgets will be decreased due to the library closing and slowly re-opening.**
- (2) **The library will still get the property tax money regardless of the current Stay at Home Order.**
- (3) **The circulation budget includes a new modular desk and light remodeling for circulation department due to social distancing measures. This was on the remodeling plan and is now funded by the 2020 Per-Capita grant.**
- (4) **Payroll budget will go up due to the minimum wage increase in July.**
- (5) **Library received a construction grant from the state of Illinois for a new roof. Reserve line will not be touched since library did receive the construction grant.**
- (6) **Question made by Trustee Slovak about the increase of IMRF budget. Question made by Trustee Albert about the June janitorial check, Pierre will look into re-negotiating the contract for that month. Question made by Trustee Look about professional training, this will be looked at again in the June meeting. Motion made by Trustee Look to approve the 2020-2021 Working Budget as amended. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.**

B. COVID-19 Re-Opening Plan

- (1) **Melissa Rice presented to the Board about the COVID-19 Re-Opening Plan. It will take a week of prep work to re-open and re-organize offices due to social distancing measures.**
- (2) **Phase 1 will start June 9 and includes touchless pick-up for patrons while using the Curbside Communicator software provided by SWAN. There will be limited staff working in the library while the rest continue working from home. Library will start picking up items from homebound patrons and nursing home patrons and will quarantine these items for seven days. If a staff member or their family is diagnosed with COVID-19, the library will have to be shut down for two weeks.**

(3) **Questions made by Trustee Albert about when interlibrary will start and employee temperature checks. Melissa answered that it is unclear of when RAILS will restart interlibrary loan and confirmed that employees will receive a temperature check upon entering the building. Question made by Trustee Levya about whether library can do a Five-Phase plan like Illinois rather than a Four-Phase plan. Melissa answered that more phases will be added on if needed. Motion made by Trustee Look to approve the COVID-19 Re-Opening Plan. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.**

XII. Librarian's Report

None.

XIII. Public Comment

None.

XIV. Trustee Comment

None.

XV. Executive Session

None.

XVI. Adjournment

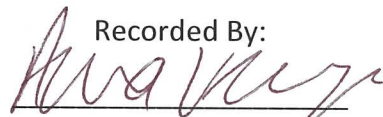
Motion made by Trustee Slovak and seconded by Trustee Labuda to adjourn the meeting. All trustees voted "Aye." Motion Carried.

President Look adjourned the meeting at 4:55 p.m.

Respectfully Submitted:

Julia Labuda
Secretary

Recorded By:



Anna Kallemeyn
Recorder

Just E. Look
President 7/8/2020

