

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

September 26, 2019

7:00 PM

I. CALL TO ORDER

President Look called the meeting to order at 7:01 p.m.

II. PLEDGE OF ALLEGIANCE

Attendees recited the Pledge of Allegiance.

III. ROLL CALL: Trustee Skibinski called the roll call.

Present: Trustee Tylk, Trustee Albert, Trustee Look, Trustee Skibinski, and Trustee Leyva

Absent: Trustee Labuda

Also Present: Pierre Gregoire and Jeffrey Slovak

IV. INTRODUCTION OF VISITORS

Emily Meszaros, Jonathan Wright, John Schneider, and Stephanie Person-Davis

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

VI. APPROVAL OF MINUTES FROM THE SEPTEMBER 11, 2019 SPECIAL MEETING

Motion made by Trustee Albert to approve the minutes of the special board meeting held September 11, 2019. Seconded by Trustee Tylk. All trustees voted "Aye." Motion carried.

VII. APPROVAL OF MINUTES FROM THE AUGUST 29, 2019 MEETING

Motion made by Trustee Tylk to approve the minutes of the regular board meeting held August 29, 2019. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

VIII. TREASURER'S REPORT

Trustee Albert read the treasurer's report for August 2019.

IX. REVIEW OF BILLS FOR AUGUST 2019

Motion made by Trustee Skibinski to approve the bills for August 2019 as presented. Seconded by Trustee Leyva. All trustees voted "Aye." Motion carried.

X. CORRESPONDENCE

None.

XI. UNFINISHED BUSINESS

1. Appointment of Replacement for former Trustee Stephens
2. Swearing in of Jeffrey Slovak as Library Board Trustee
Jeffrey Slovak gave the oath of office as administered by Executive Director Pierre Gregoire, Notary Public.
3. Appointment of Advisory Board
 - a. Stephanie Person-Davis
 - b. Jonathan Wright
 - c. John Schneider
 - d. Emily Meszaros

XII. NEW BUSINESS

1. Tax Levy Ordinance for FY2019–2020

Motion made by Trustee Albert to approve the Tax Levy Ordinance for FY2019–2020. Seconded by Trustee Tylk.

Roll call vote:

Slovak	AYE
Tylk	AYE
Albert	AYE
Look	AYE
Skibinski	AYE
Labuda	ABSENT
Leyva	AYE

Motion carried.

2. Roof Replacement Bid

Motion made by Trustee Slovak to accept bid to replace the 1977 roof from Adler Roofing for \$101,620. Seconded by Trustee Tylk. Due to bid exceeding estimated cost, replacement is postponed pending alternative financing options. All trustees voted “Nay.” Motion denied.

3. Summer Reading Program Assessment

a. Circulation

June 2018—37,909

July 2018—37,286

June 2019—27,204 (No Auto Renewals)

July 2019—29,440 (No Auto Renewals)

b. Adult Services—statistics on attendance and cost

provided by Melissa Rice, Head of Adult Services. 366 participants in the adult program (higher than normal)

- c. Youth Services—detailed overview and statistics for each program provided by Mary Ryan, Head of Youth Services. 782 participants in the youth program.

4. Policy Review

- a. Outstanding Check Policy—New
Motion made by Trustee Slovak to table approval of the Outstanding Check Policy until the October 2019 meeting. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.
- b. Capital Asset Policy—New
Motion made by Trustee Albert to approve the Capital Asset Policy. Seconded by Trustee Tylk. All trustees voted "Aye." Motion carried.
- c. Credit Card Use Policy & Guidelines
Motion made by Trustee Skibinski to approve the Credit Card Use & Guidelines Policy. Seconded by Trustee Tylk. All trustees voted "Aye." Motion carried.
- d. Fund Balance Policy—New
Motion made by Trustee Albert to approve the Fund Balance Policy. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.
- e. Trustee By-Laws Article III Sect. 2 Vacancies
Motion made by Trustee Skibinski to revise the Trustee By-Laws Art. III, Sect. 2 to require 2-week deadline after posting for applications and provide for semi-annual review of any openings on the Citizens Advisory Committee. Seconded by Trustee Albert.

Roll call vote:

Slovak AYE
Tylk AYE
Albert AYE
Look AYE
Skibinski AYE
Labuda ABSENT
Leyva AYE

Motion carried.

5. Set a Meeting Date for Board Orientation and Director’s Review
 - a. Trustees agreed on October 17, 2019 at 6:30 p.m. for executive session for the director’s review. Trustees agreed on November 7, 2019 at 7 p.m. for new board member orientation.

XIII. LIBRARIAN’S REPORT

The board members received the August 2019 monthly librarian’s report from Director Gregoire for review by the trustees, including information on the following:

1. Hot spots—available in Swan database as “hotspot” when search is limited to FPLD.
2. Library funding cycle
3. Staff anniversaries
 - a. Melissa Rice—15 years
 - b. Jessica Nawrocki—10 years
 - c. Jill Ganeshan—10 years
 - d. Kelly Zednick—10 years
 - e. Mary Sustar—5 years

XIV. PUBLIC COMMENT

None

XV. TRUSTEE COMMENT

Trustee Skibinski thanked the new Citizens Advisory Committee for attending and congratulated Trustee Slovak on becoming a member of the board. Trustee Leyva made the board aware of the Frankfort Square Park District's recent survey and intent to pursue a referendum. Trustee Slovak is impressed with the board members' work and is looking forward to a more in-depth view of the library's finances. Trustee Albert reminded attendees of the barn book sale October 4, 5, & 6. President Look thanked everyone for attending.

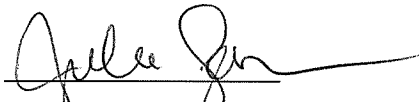
XVI. EXECUTIVE SESSION

None required.

XVII. ADJOURNMENT

***Motion made by Trustee Skibinski and seconded by Trustee Slovak to adjourn the meeting. All trustees voted "Aye." Motion Carried.
President Look adjourned the meeting at 9:09 pm.***

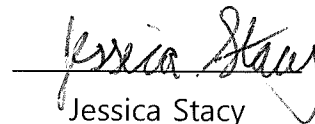
Respectfully Submitted:



Julia Labuda

Secretary

Recorded By:



Jessica Stacy

Recorder