



FRANKFORT
PUBLIC LIBRARY DISTRICT
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Meeting of the Board of Trustees Agenda 12/12/2019 7:00 P.M.

Meeting location: Frankfort Public Library 21119 S. Pfeiffer Rd.

Frankfort, IL 60423

AGENDA

1. Call to Order
2. Pledge
3. Roll Call
4. Introduction of Visitors
5. Public Comment – Agenda Items Only †
6. Approval of Minutes of the 10/17/2019 meeting *Please review* (Action)
and send questions prior to meeting

Motion to approve the Minutes of the November 14th meeting (2nd; Discuss; Vote)

7. Treasurer's Report – October, 2019
 - a. Balance sheet October 31, 2019
 - b. Review of Bills – October, 2019 – *Please review and* (Action)
send questions prior to meeting

Motion to approve the bills for September, 2019 (2nd; Discuss; Vote)

- c. Auditor's response to questions. (Action)

Motion to accept the Fiscal Year 2018-2019 Auditors Annual Financial Report (2nd; Discuss; Vote)

- d. Profit & Loss vs Last Year (Info)
Maintenance Expense Detail – Maintenance Budget Detail

8. Correspondence

9. Old Business –

- a. First Midwest Bank mortgage loan – RFPs requested (Review)
 - i. Old Plank Trail Community Bank
 - ii. First Midwest Bank (current note holder)
 - iii. Chase (Frankfort Branch)

10. New Business

- a. 2020 Per Capita Grant Request
 - i. Book Drop and related concrete and bollard construction
 - ii. Outreach mini-van and customization
- b. Approval of Board of Trustees meeting calendar for 2020 (Action)
Motion to approve the Board of Trustees meeting calendar for 2020 (2nd; Discuss; Vote)
- c. Approval of the Library Calendar and holidays for 2020 (Action)
Motion to approve the Library calendar and holidays for 2020 (2nd; Discuss; Vote)
- d. Approval of the Outstanding Check Policy (Action)
Motion to approve the Outstanding Check Policy (2nd; Discuss; Vote)

11. Librarian's Report

- a. Statistics at a Glance
- b. December Finals at FPLD 18-19-20
- c. CPR classes beginning in January for staff
- d. Staff Roster
- e. Digital Public Library of America (DPLA) & Illinois Digital Archives

12. Public Comment on Library Business in General †

13. *Executive Session – if necessary*

14. Trustee Comment

15. Adjournment

† Appropriate comments from the public will be welcome at the beginning of this meeting, on any subject germane to the Library District.

Appropriate comments from the public will be welcome at the end of this meeting, exclusively regarding items discussed during this meeting. Comments will be strictly limited to 3 minutes during each period and subject to additional limitations set forth in the Public Comment Policy. A complete version of the Public Comment Policy is available upon request.