



FRANKFORT
PUBLIC LIBRARY DISTRICT
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Meeting of the Board of Trustees
3/24/2022 7:00pm
21119 S. Pfeiffer Rd, Frankfort, IL 60423

REGULAR MEETING AGENDA

- 1. Call to Order**
- 2. Pledge**
- 3. Roll Call**
- 4. Introduction of Visitors**
- 5. Public Comment – Agenda Items Only †**
- 6. Minutes for Approval**
 - a. Board Meeting February 24, 2022 (Action)
Motion to approve the Minutes of the 2/24/22 Meetings.
- 7. Treasurer’s Report – February 2022**
 - a. Review of Bills, MasterCard, Amazon: February 2022 (Action: Roll Call Vote)
Motion to approve the February 2022 Bills.
 - b. Maintenance expenses
 - c. Line of Credit Status
 - d. Expense vs Budget
 - e. Balance sheet: February 2022
- 8. Committee Reports**
 - a. Finance Committee
 - b. Policy & Personnel Committee
 - c. Building & Grounds Committee
 - i. Brief Recap Capital Priorities (Action)
Motion to approve the capital priorities for FY2022-2023.
 - d. Strategic Plan Committee
- 9. Correspondence**
 - a. None
- 10. Unfinished Business**
 - a. Administrative Succession Plan (Action: Roll Call Vote)
Motion to approve the Administrative Succession Plan for unplanned short- or long-term leadership absence.
- 11. New Business**
 - a. Meeting Room Policy (Action)
Motion to approve the Meeting Room Policy as revised.
 - b. Library Social Media & Comment Policy (Action)
Motion to approve the Library Social Media & Comment Policy as revised.
 - c. Employee Handbook: Victims’ Economic Security and Safety Act (Action)
Motion to approve the amendment to the Employee Handbook to be in compliance with recent changes to the Victims’ Economic Security and Safety Act.

- d. Board of Trustees Bylaw Amendment: Electronic Meeting Attendance Amendment (Action: Roll Call Vote)
Motion to approve the amendment the Frankfort Board of Trustees Bylaws to allow for electronic meeting attendance, under these rules which comply with the Illinois Open Meetings Act.
- e. West End Furniture Purchase (Action: Roll Call Vote)
Motion to approve the purchase of new computer chairs and public seating from Library Furniture International, at a cost not to exceed \$17,000.
- f. Checking Account Fraud Protection Tools (Action: Roll Call Vote)
Motion to approve the purchase of the Check Payee and ACH Positive Pay services for both the Old Plank Trail Operating and Payroll checking accounts at a rate of \$55.00 per month per account.
- g. HVAC Replacement Project
- h. Auditor Contract Renewal (Action)
Motion to renew the contract with Lauterbach and Amen, LLP for the audits of Fiscal Years ending in June 2022, June 2023, and June 2024.

12. Director's Report

13. Public Comment on Library Business in General †

14. Trustee Comment

15. Adjournment

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