



Meeting of the Board of Trustees Agenda 11/19/2020 6:00 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 10/22/2020 meeting **Please review** (Action)
and send questions prior to meeting.
Motion to approve the Minutes of the 10/22/2020 (2nd, Discuss, Vote)
7. Treasurer's Report – October, 2020 (Review)
 - a. Audit report for FY2019-2020
--Lauterbach & Amen
 - b. Balance sheet Oct. 30, 2020 Incl. LOC paid out
Review of Bills, Visa, Amazon & Maintenance – Oct, 2020 – **Please review and send questions prior to meeting** (Action)**Motion to approve the bills for October, 2020 (2nd; Discuss; Vote)**
 - c. Profit & Loss vs last year
8. Correspondence
 - a. Director's Retirement Notice effective 12/31/2020
9. Old Business
 - a. Capital Priorities Status –
 - a. Book Drop – Future discussion of placement of Book Drop
 - b. Concrete work proposal \$7,300**Motion to approve contract with C&J Construction for concrete base for new book drop for \$7,300 (2nd, Discuss, Vote)**
10. New Business
 - a. Approval of change in cleaning service vender to OpenWorks LLC for monthly fee of \$3,341.00/month. This is an increase in monthly fees from ImageOne of \$93.50/month or \$561 for the remainder of the year.
Motion to approve change in cleaning vendors to OpenWorks for a monthly fee of \$3,341.00 (2nd, Discuss, Vote)

11. Librarian's Report
 - a. October Snapshot - statistics
 - b. COVID-19 status under Phase III
 - a. Fines and Quarantine of materials

12. *Executive Session – for Personnel matters*

13. Appointment of Interim Director effective January 1, 2021

Motion to appoint Interim Director effective 1/1/21 with a monthly stipend of \$_____
(2nd, Discuss, Vote)

14. Public Comment on Library Business in General †
15. Trustee Comment
16. 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.