



**FRANKFORT**  
PUBLIC LIBRARY DISTRICT  
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**Meeting of the Board of Trustees Agenda 10/17/2019 6:30 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 9/26/2019 meeting *Please review* (Action)  
*and send questions prior to meeting*

**Motion to approve the Minutes of the September 29 meeting (2<sup>nd</sup>; Discuss; Vote)**

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

**Motion to approve the bills for September, 2019 (2<sup>nd</sup>; Discuss; Vote)**

- c. Budget vs Actual First Quarter (Info)  
Profit & Loss vs Last Year
8. Correspondence
9. Old Business - none
10. New Business
  - a. Credit Card Use Policy – Annual User Report
  - b. Place \$50,000 from Building Maintenance in Special Reserve Fund (Action)

**Motion to approve placing \$50,000 from Building Maintenance in Special Reserve Fund (2<sup>nd</sup>; Discuss; Vote)**

- c. First Midwest Bank mortgage loan – Refinancing (Review)
  - i. Revised Building Assessment – Capital Reserve Schedule
  - ii. Architects' budgeting assessment of costs of major repair and remodeling.

11. Executive Session – for review of Director

12. New Business Continued

c. Director's Review FY2019-2020

(Action)

**Motion to approve the Director's Review (2<sup>nd</sup>; Discuss; Vote)**

13. Librarian's Report

- a. Audit Preliminary – “Neutral, Consistent and Clear.”  
Auditor's presentation to the Board: November 14<sup>th</sup> meeting
- b. Audit recommendations
  - i Segregation of Duties
  - ii Fund balances
- c. Personnel Changes
  - i Janis Elmore – Assistant Librarian - new
  - ii Rebecca Cerf – Applied Technology to Assistant Librarian
  - iii Christopher Fillak – Applied Technology
- d. Staff Openings
  - i Part Time Youth Services Assistants
  - ii Part Time Applied Technology Assistant

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.