



FRANKFORT
PUBLIC LIBRARY DISTRICT
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Meeting of the Board of Trustees Agenda 09/26/2019 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 9/11/2019 meeting **Please review** (Action)
and send questions prior to meeting.
Motion to approve the Minutes of the 9/11/2019 Special Meeting (2nd, Discuss, Vote)
7. Approval of Minutes of the August 29 meeting **Please review** (Action)
and send questions prior to meeting

Motion to approve the Minutes of the August 29 meeting (2nd; Discuss; Vote)

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

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

9. Correspondence
10. Old Business
 - a. Appointment of replacement for Trustee Stephens (Action)
 - b. Swearing In of Jeff Slovak as Library Board Trustee
 - c. Appointment of Advisory Board
 - i Stephanie Person-Davis
 - ii Jonathan Wright
 - iii John Schneider
 - iv Emily Meszaros

11. New Business
 - a. Tax Levy Ordinance for FY2019-2020 (Action)
Motion to approve the Tax Levy Ordinance (2nd; Discuss; Vote)
 - b. Roof Replacement Bid (Action)
Motion to accept the bid to replace the 1977 roof from Adler Roofing for \$101,620 (2nd; Discuss; Vote)

- c. Summer Reading Program Assessment (Info)
 - i Circulation
 - June 2018- 37,909 June 2019- 27,204 – **No Auto Renewals** July 2018- 37,286 July 2019- 29,440 - “ “
 - ii Adult Services
 - iii Youth Services
 - d. Policy Review – **Please review and send questions prior to meeting** (Action)
 - i Outstanding Check Policy - New
Motion to approve Outstanding Check Policy (2nd, Discuss, Vote)
 - Capital Asset Policy – New
Motion to approve Capital Asset Policy (2nd, Discuss, Vote)
 - iii Fund Balance Policy – New
Motion to approve Fund Balance Policy (2nd, Discuss, Vote)
 - Iv Credit Card Use Policy & Guidelines
Motion to approve Credit Card Use Policy (2nd, Discuss, Vote)
 - Iv Trustee By-Laws Article III Sect. 2 Vacancies
Motion 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. (2nd, Discuss, Vote)
 - e. Set a meeting date for Board Orientation and Director's Review (Action)
12. Librarian's Report
- a. Library funding cycle
 - b. Staff Anniversaries:
 - i Melissa Rice – 15 years
 - ii Jessica Nawrocki – 10 years
 - iii Jill Ganeshane – 10 years
 - iv Kelly Zednick – 10 years
 - v Mary Sustar – 5 years
13. Public Comment on Library Business in General †
14. Trustee Comment
15. Executive Session – if necessary
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.