

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

January 27, 2022

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

Present: Trustee Schneider, Trustee Skibinski, Trustee Look, Trustee Wagner, Trustee Knutson, and Trustee Drisko

Absent: Trustee Karabis

Also Present: Amanda Kowalcze and Melissa Rice

Citizens Advisory Committee:

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the December 9, 2021 Meeting

***Motion made by Trustee Wagner to approve the minutes of the regular board meeting held December 9, 2021. Seconded by Trustee Schneider. All trustees voted "Aye."
Motion carried.***

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for December 2021.

A. Review of Bills for December 2021

Motion made by Trustee Skibinski to approve the bills for December 2021 as presented. Seconded by Trustee Drisko. Roll call vote.

Drisko AYE

Knutson AYE

Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—Electrical bills have increased, clog in west end bathroom resolved with access door by Aleck Plumbing.
- C. Line of Credit Status
- D. Expense V. Budget—53.7% of budget spent so far, unexpected IMRF increase due to miscalculation, payroll expense increase.
- E. Balance Sheet as of December 31, 2021
- F. FY 21–22 Half-Year Working Budget Review

Motion made by Trustee Schneider to amend the FY 21–22 Working Budget. Increasing Office & Library Equipment fund by \$3,000 for increase of printer lease charges and IMRF by \$28,000. Seconded by Trustee Skibinski.

Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

VIII. Committee Reports

- A. Finance Committee—Met January 11, discussed working budget and FY 22–23 budget draft
- B. Policy & Personnel Committee—Met January 6 to review several policies, next meeting pending
- C. Building & Grounds Committee—Met December 10, setting up meeting to discuss plans, following response from ComEd regarding HVAC system
- D. Strategic Plan Committee—Met in December to assess current strategic plan and determine process for developing new plan.
 - 1. Strategic Plan Overview—Core values of the library to guide changes to strategic plan. Values mentioned by board include Inclusivity & Accessibility, Continuous Improvement, Innovation, Community Engagement, Stewardship, Patron Experience, and Technology. Board reviewed strategic plans from other Illinois libraries for inspiration.

IX. Correspondence

Cook County Recoup Levy Notification

X. Old Business

XI. New Business

- A. Sunday Service Hours—Due to omicron surge and staffing issues, Director Kowalczek recommends remaining closed on Sundays until fall 2022. Discussion to be finalized in June 2022 meeting.
- B. Amended FY 20–21 Audit
Motion made by Trustee Drisko to accept the FY 20–21 Annual Financial Report as amended. Seconded by Trustee Schneider. Adjustments made to per capita grant amount applied to FY20–21.

Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Skibinski	AYE
Wagner	AYE

Schneider AYE

Look AYE

Motion carried.

C. Temporary Covid-19 Paid Lead Policy

Motion made by Trustee Drisko to approve the Temporary Covid-19 Paid Leave Policy, effective December 20, 2021–June 30, 2022. Seconded by Trustee Wagner. Added booster shot verbiage. Board will assess whether extension of policy is necessary by June meeting. All trustees voted “Aye.” Motion carried.

D. Policy Review: Security Camera Policy

1. No changes recommended by Policy Review Committee

E. Policy Review: Artwork Display Policy

Motion made by Trustee Knutson to approve the Artwork Display Policy as revised. Seconded by Trustee Schneider. Edits made to specify artwork approval process. All trustees voted “Aye.” Motion carried.

F. Policy Review: Borrowing Privileges Policy

Motion made by Trustee Schneider to approve the Borrowing Privileges Policy as revised. Seconded by Trustee Knutson. Changes to policy regarding nonresident cards for students and veterans. Replacement card fees are eliminated. Adjustments made to fine procedures as well as missing, lost, overdue, and damaged materials. Specifies loan limits, fines, and policy for suspended cards. All trustees voted “Aye.” Motion carried.

G. Policy Review: Patron Behavior Policy—Request to review by Trustee Skibinski, due to St. Charles Public Library violent protest incident.

Motion made by Trustee Drisko to approve the Patron Behavior Policy as revised. Seconded by Trustee Knutson. Edited policy to encompass electronic harassment and threats of violence. All trustees voted “Aye.” Motion carried.

H. Open Closed Session Meeting Minutes to the Public

Motion made by Trustee Wagner to keep still-privileged executive session minutes closed. Seconded by Trustee Knutson. All trustees voted “Aye.” Motion carried.

XII. Librarian’s Report

The Board members received the December 2021 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

- A. Building & Grounds—\$900,000 estimate by ComEd for Very High Efficiency HVAC system far exceeds expectation.
- B. Community—Donation from patron who requested tree memorial for her daughter.
- C. Adult Services—Several staffing changes, grant awarded.
- D. Youth Services—New youth services assistant welcomed.
- E. Door Count Statistics—December door count tripled over 2020

XIII. Public Comment
None.

XIV. Trustee Comment
Trustee Drisko is impressed by two librarians who achieved a grant. Trustee Skibinski thanked Director Kowalcze for her work so far.

XV. Executive Session
None required.

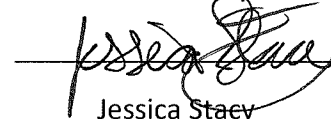
XVI. Adjournment
Motion made by Trustee Schneider and seconded by Trustee Drisko to adjourn the meeting. All trustees voted "Aye." Motion carried.
President Look adjourned the meeting at 8:42 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder