

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

December 12, 2019

7:00 PM

I. CALL TO ORDER

President Look called the meeting to order at 7:04 p.m.

II. PLEDGE OF ALLEGIANCE

Attendees recited the Pledge of Allegiance.

III. ROLL CALL: Trustee Skibinski called the roll call.

Present: Trustee Slovak, Trustee Tylk, Trustee Albert, Trustee Look, and Trustee Skibinski

Absent: Trustee Labuda and Trustee Leyva

Also Present: Pierre Gregoire

Citizens Advisory Committee: Stephanie Person-Davis

IV. INTRODUCTION OF VISITORS

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

VI. APPROVAL OF MINUTES FROM THE NOVEMBER 14, 2019 MEETING

***Motion made by Trustee Albert to approve the minutes of the regular board meeting held November 14, 2019. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.***

VII. TREASURER'S REPORT

Trustee Albert read the treasurer's report for November 2019.

1. Review of Bills for November 2019

***Motion made by Trustee Slovak to approve the bills for November 2019 as presented. Seconded by Trustee Look. All trustees voted "Aye." Motion carried.***

2. External Auditor's Response to Questions

***Motion made by Trustee Slovak to accept the external auditor's report for FY2018–2019 following response to pending questions. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.***

3. Maintenance Expense Detail—Maintenance Budget Detail

Current spend is at \$49,000. Total budget for FY19–20 is \$90,000. Total spend status includes several annual expenses that have been paid as well as the prepaid expense for December's janitorial services.

VIII. CORRESPONDENCE

None.

IX. UNFINISHED BUSINESS

1. First Midwest Bank mortgage loan—RFPs requested for loan of \$2 million.
  - a. Old Plank Trail Community Bank—potential of 2.9% for 15 years
  - b. First Midwest Bank (current note holder)—10-year at 4.9%
  - c. Chase Bank (Frankfort branch)

- d. Lincoln-Way Community Bank—15-year at 5.5% for first 10 years, market rate after

***Motion made by Trustee Slovak to allow the director to pursue a loan on the best financial terms available. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.***

X. NEW BUSINESS

1. 2020 Per Capita Grant Request
  - a. Book drop and related concrete and bollard construction
  - b. Outreach minivan and customization
2. Approval of Board of Trustees Meeting Calendar for 2020

***Motion made by Trustee Skibinski to accept the Board of Trustees meeting calendar for 2020. Seconded by Trustee Slovak. Trustees have proposed adding a meeting on March 26 and changing the December meeting to December 10. All trustees voted "Aye." Motion carried.***

3. Approval of the Library Calendar and Holidays for 2020

***Motion made by Trustee Albert to accept the library calendar and holidays for 2020. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.***

4. Approval of the Outstanding Check Policy

***Motion made by Trustee Skibinski to approve the Outstanding Check Policy. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.***

XI. LIBRARIAN'S REPORT

The Board members received the November 2019 monthly librarian's report from Director Gregoire for review by the trustees, including information on the following:

1. Statistics at a Glance—Director Gregoire provided charts to track program attendance, circulation, and library usage trends between FY18–19 and FY19–20.
2. December Finals at FPLD 18-19-20—cameras installed, tutors provided
3. Staff CPR classes begin January 2020—provided as gratis by Frankfort Fire Protection District
4. Staff Roster—New organization chart
5. Digital Public Library of America (DPLA) & Illinois Digital Archives—online resources in public domain

XII. PUBLIC COMMENT

Stephanie Person-Davis commented that the finals studying process for high school students has improved greatly and that new guidelines resulted in less disruption for other patrons.

XIII. TRUSTEE COMMENT

Trustees wished everyone a good holiday. President Look thanked everyone for their contributions this year and wished everyone a happy new year.

XIV. EXECUTIVE SESSION

None required.

XV. ADJOURNMENT

***Motion made by Trustee Albert and seconded by Trustee Skibinski to adjourn the meeting. All trustees voted "Aye." Motion Carried.***

*President Look adjourned the meeting at 8:38 p.m.*

Respectfully Submitted:



Julia Labuda

Secretary

Recorded By:



Jessica Stacy

Recorder