

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
December 11, 2025
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:08 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Otway called the roll call.

Present: Trustee Look, Trustee Otway, Trustee Meszaros, Trustee Stenoish, Trustee Evenhouse, & Trustee Miner

Absent: Trustee Faris

Also Present: Amanda Kowalcze, Melissa Rice, & Denise Wargowsky

Citizens Advisory Committee:

IV. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the November 20, 2025 Meeting

Motion made by Trustee Evenhouse to approve the minutes of the regular board meeting held November 20, 2025. Seconded by Trustee Stenoish.

Item VI: Recommended by Director Kowalcze to cross out “was”

Item XI B pg 4 Reading Room Project: Recommended by Director Kowalcze: “Completed HVAC project final cost results show project completed \$26,000 under budget.”

Item VII A: Recommended by Trustee Otway: “Trustee Otway identified a typo of the ending balance. The auditor will correct and send a corrected copy.”

Motion made by Trustee Meszaros to approve the minutes of the regular board meeting held on November 20, 2025 as amended. Seconded by Trustee Miner.

Trustee Faris absent. All trustees voted “Aye.” No abstentions. Motion carried.

VII. Treasurer’s Report

Trustee Miner read the treasurer’s report for November 2025.

A. Review of Bills for November 2025

Motion made by Trustee Otway to approve the bills for November 2025 as presented. Seconded by Trustee Evenhouse. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	ABSENT
Evenhouse	AYE
Stenoish	AYE

No abstentions. Motion carried.

- B. Maintenance Expense V. Budget— notable expenses being the repair of the West End water bottle filling station for \$435.
- C. Profit & Loss V. Last Year—Currently 5% under budget on expenses. Library is already at 94.64% of the budgeted income and continues to collect through taxes, fines & fees, and interest.
- D. Balance Sheet as of November 30, 2025—Quickbooks reporting error has been resolved; other software is being investigated.

VIII. Committee Reports

- A. Finance Committee—will meet in January or February.
- B. Policy & Personnel Committee— met December 4, 2025. Reviewing Photography & Recording Policy and Reference & Readers’ Advisory Policy. These will be reviewed and finalized at the next meeting. Reviewing Whistleblower & Anti-Retaliation Policy with a revised draft planned for February meeting.
- C. Building & Grounds Committee—Will meet December 17, 2025
 - 1. Quarterly Maintenance Review Checklist—September – November; No items of note. Recommendation to do a maintenance assessment to determine how it fits into the bigger picture.
- D. Strategic Plan Committee—Will meet in January.

IX. Correspondence

None.

X. Old Business

A. Required and Recommended Renovation Work Project

1. Second discussion
 - a. Reviewed first discussion
 - b. Discussed the idea of making this an ad hoc committee in conjunction with the Strategic Plan and also discussed when this committee should be created.

B. Reading Room Project –

1. See Director’s memo. Currently on track with initial timeline. Bid advertisement was released December 11; pre-bid meeting will be held on December 18. During the permitting process, the village required that all landscaping to be removed needs to be replaced in-kind after completion of project.

XI. New Business

A. FY 2025-2026 Capital Priorities discussion

1. Reviewed the process for establishing priorities. Discussed the sound issues in Meeting Rooms, landscaping & outdoor ambience, parking lot entrance, carport, outdoor stage, land conservation project, soundproof room/studio for podcasting/music, VR space, tactile/movement/play space for Youth, calming room, drop ceiling for Meeting Rooms, awning for front entrance.

B. Strategic Plan Discussion

1. Draft timeline of January – July 2026 presented by Director with next steps: review questions from 2023 survey to determine if any questions will be reused and create new questions. Do we need to redefine areas of focus? It was suggested that this topic be revisited in January 2026.

C. Donation

1. Anonymous donor has given a \$20,000 unrestricted donation.

XII. Librarian’s Report

Effective January 1, 2026, junk mail is now excluded from the FOIA definition of Public Records and meetings of public bodies are prohibited on election day. Also, military service added as acceptable reason for remote meeting attendance; Board bylaws will need to be updated. New Cleaning company will start January 2026. Staff are participating in Narcan safety training. A bleeding control station was added to the West End and staff are attending “Stop the Bleed” training. Friends funded mobile whiteboards for use in the Meeting Rooms. Library Director Kowalcze wished everyone Happy Holidays.

XIII. Public Comment

Jeff Slovak mentioned the Friends of the Library raised additional giving tree donations - since Nov 17 just under \$1000. The Friends of the Library Art Market will be held on March 28.

XIV. Trustee Comment

Trustee Miner – Happy Holidays; Thank you to Trustee Look for orienting all the new trustees this year.

Trustee Meszaros – Happy Holidays

Trustee Stenoish – Happy Holidays

Trustee Otway – Happy Holidays; gave a shout out to Youth Services for their programming and decorations.

Trustee Evenhouse – Happy Holidays; Thank you to the staff for all their work during the busy finals time.

Trustee Look – Happy Holidays; Thank you to the staff for all their work; Thank you to the Trustees for all their work.

XV. Adjournment

Motion made by Trustee Meszaros and seconded by Trustee Otway to adjourn the meeting. All trustees voted "Aye." Motion carried.

President Look adjourned the meeting at 9:05 p.m.

Respectfully Submitted:

Recorded By:

Jeffrey Otway
Secretary

Melissa Rice & Denise Wargowsky
Assistant Director & Business Manager