

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
February 24, 2022
7:00 PM

I. Call to Order

President Pro Tempore Skibinski called the meeting to order at 7:01 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Drisko called the roll call.

Present: Trustee Skibinski, Trustee Schneider, Trustee Knutson, & Trustee Drisko

Absent: Trustee Look, Trustee Karabis, & Trustee Wagner

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

Citizens Advisory Committee:

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Trustee Drisko appointed Secretary Pro Tempore by President Pro Tempore Skibinski

VII. Approval of Minutes from the January 27, 2022 Meeting

Motion made by Trustee Schneider to approve the minutes of the regular board meeting held January 27, 2022. Seconded by Trustee Drisko. All trustees voted "Aye."
Motion carried.

VIII. Treasurer's Report

Trustee Schneider read the treasurer's report for January 2022.

A. Review of Bills for January 2022

Motion made by Trustee Skibinski to approve the bills for January 2022 as presented. Questions made regarding Overdrive bill as well as plowing and salting bill from Integrity Landscaping. Seconded by Trustee Knutson. Roll call vote.

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

Motion carried.

- B. Maintenance Expense V. Budget—Building Maintenance charges increased. Electric bill has increased, annual NuWay disposal charge paid. Building Supplies budget is below average.
- C. Line of Credit Status—Balance of \$296,893, no current charges pending
- D. Profit & Loss V. Last Year—Revenue \$66k above budget
- E. Balance Sheet as of January 31, 2022

IX. Committee Reports

- A. Finance Committee—Met in January, next meeting planned in March
- B. Policy & Personnel Committee—Met recently, assessed several policies
- C. Building & Grounds Committee—Met February 16, reviewed current capital priorities
 - i. Review Capital Priorities—Top priority is replacement of East End air handler and AC unit, pending project manager to assess before requesting quotes. Pitch pan and flashing issues on roof. Additional electrical switches in East & middle sections. Reading room repair on hold. Feasibility study needed to evaluate further development of building and grounds. Need security cameras for parking lot, upgrade for indoor cameras. Possible canopy for front entrance and book drop. Community garden and new courtyard landscaping being developed. Plans to replace rusting steel doors in East End and parking lot sign with library hours. Improve lighting in staff areas, East End parking lot drainage. All totaled, capital priorities cost estimate is at least \$212,000. Future capital priorities include solar panels, remodel of staff areas and East End restrooms, electrical upgrade, parking lot reseal, replacement of courtyard windows and staff area ceiling tiles, new carpet, and shelving upgrade.

- D. Strategic Plan Committee—Plan to meet prior to March meeting to narrow down library values for strategic planning.
- i. Tentative Strategic Plan Calendar—Outline for process to assess current plan, gather data from staff and the community, and implement new plan.

X. Correspondence

Contact the Board Correspondence regarding adult services programming. Reminder to the library from the Illinois State Library to inform of any board vacancies within 60 days.

XI. Old Business

None.

XII. New Business

A. Administrative Succession Plan—Discussion tabled until full board is present.

B. Internet Access & Digital Device Policy

Motion made by Trustee Drisko to approve the Internet Access & Digital Device Policy as revised, to be compliant with the Children’s Internet Protection Act. Addition of light filter on all staff and patron computers to prevent access to obscene or illegal content. Updated guest pass time limit from 30 minutes to 60 minutes. Added further explanation of children’s access to the internet and consequences of policy violations. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

C. Donation Policy/Gifts to the Library Policy

Motion made by Trustee Knutson to approve the Donation Policy, formerly known as the Gifts to the Library Policy, as revised. Policy renamed to delineate from Gift Ban Policy. Book donations will be provided to the Friends for the book sale, not added to the library’s collection. Donor list to be published annually. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

D. Materials Selection Policy

Motion made by Trustee Schneider to approve the Materials Selection Policy as revised. Updated to reflect the library no longer accepting donations to collection. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.

E. Programming Policy

Motion made by Trustee Drisko to approve the Programming Policy. New policy to describe guidelines for developing programming. Also addresses recording of programs, cancellations, group registrations, and other limitations, such as signed

waivers, for programming. Seconded by Trustee Knutson. All trustees voted “Aye.” Motion carried.

F. Employee Handbook: Background Checks

Motion made by Trustee Knutson to approve the amendment to the Employee Handbook requiring background checks for all new employees at the offer stage of the hiring process. The policy would not affect current employees. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

G. Board of Trustees Bylaw Amendment: Electronic Meeting Attendance Amendment

1. Amendment will allow board members to attend and vote in meetings virtually, in the event of extenuating circumstances, provided a quorum is physically present. Rules are developed within the guidelines of the Open Meetings Act. Additional qualifiers being considered for remote attendance restrictions and privacy concerns.

XIII. Librarian’s Report

The Board members received the January 2022 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. Statement of Economic Interests required to be submitted by all trustees by May 1, 2022.
2. Community member fell in the parking lot and had to be transported to the hospital for a broken arm.

B. Technology

1. Aspen, new SWAN online catalog, will be launched March 14.

C. Community

1. Long-time user of homebound services passed away in January. Her family have donated to the Library in her name as a memorial. These funds are earmarked to support Library outreach and homebound services.

D. Adult Services

1. Mary Sustar leaving at end of month, compliments from patrons on programming.

E. Youth Services

1. New staff member Anthony Lane has started.

F. Friends of the Library

1. Art Market was successful. Plans for the rest of the year are being made.

G. Door Counts/Program Attendance—January statistics comparison to 2019 shows 2/3 of circulation, more than half the door count from pre-COVID statistics.

XIV. Public Comment

None.

XV. Trustee Comment

Trustee Schneider commented on the progress being made by the board.

XVI. Executive Session

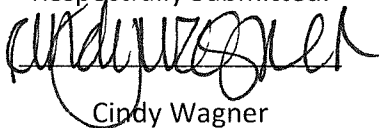
None required.

XVII. Adjournment

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

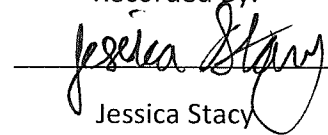
President Pro Tempore Skibinski adjourned the meeting at 8:43 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder