

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
February 23, 2023
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:03p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

Present: Trustee Look, Trustee Skibinski, Trustee Wagner, Trustee Knutson, Trustee Karabis & Trustee Drisko

Absent: Trustee Schneider

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

Citizens Advisory Committee: Lauren McDonald, Jaclyn Freitag, Brooks Stenoish, Julie Terlep, & Katherine Veach

IV. Introduction of Visitors

None

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the January 26, 2023 Meeting

Motion made by Trustee Drisko to approve the minutes of the regular board meeting held January 26, 2023. Seconded by Trustee Karabis. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Skibinski read the Treasurer's report for January 2023.

A. Review of Bills for January 2023

Motion made by Trustee Drisko to approve the bills for January 2023 as presented. Seconded by Trustee Wagner. Roll call vote.

Drisko AYE

Knutson AYE

Karabis	AYE
Skibinski	AYE
Wagner	AYE
Schneider	—
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget— Electric high due to winter cold temps, Building maintenance up due to salting and snow plowing
- C. Capital Projects Fund Status— Name change from Line of Credit Expenses. Name changed due to recommendation from the Finance Committee.
- D. Profit & Loss V. Last Year— Income YTD 1.5% over annual budget; YTD expenses at half the budget 7 months into the year
- E. Balance Sheet as of January 31, 2023— 2.022M cash on hand, in a good position

VIII. Committee Reports

- A. Finance Committee— met Feb 15 to take look at first draft of working budget; numbers will not start finalizing until April when we will receive our final income numbers, looking to bring first draft to the Board in April and finalize in May
- B. Policy & Personnel Committee— met Feb 14 to review PTO benefits and discussed non PTO benefits
- C. Building & Grounds Committee— did not meet; waiting for final building assessment report
- D. Strategic Plan Committee— met Feb 8 put together strategic priorities and drafted strategic objectives, sent out a survey to staff and trustees, will begin to draft a new strategic plan using the results from the survey

IX. Correspondence

None.

X. Unfinished Business

A. Building Study Assessment

1. Reviewed minutes from last month’s presentation by StudioGC. Asbestos report came back clear of asbestos with 2 potential exceptions in the tiles and grout in the staff bathroom and East End bathroom as they did not break up the tiles to take a sample. StudioGC is on track to have report finalized by March 23 Board of Trustees meeting and can present at the March 23 Board Meeting or can call a Special Board Meeting. Director Kowalczek will coordinate with StudioGC and Trustee Look to set a date and time for the presentation, based on the anticipated time requirement.

Trustee Wagner asked about the presentation of new space potentially going up into 2 stories instead of sticking with the single story layout. Trustee Look discussed how we need to look at space needs and purpose in order to know how to appropriately continue. Director Kowalczek brought up that the current space configuration does not accommodate our current population and staffing. Trustee Skibinski discussed utilizing the Strategic Plan and survey to help determine how to utilize our space.

XI. New Business

A. Personnel Policy: Birthday Holiday

Motion made by Trustee Skibinski to approve the Birthday Holiday Policy section of the Personnel Policy as amended. Seconded by Trustee Drisko. Made a change from 31 days on either side of birthday to 30 days to be consistent with other types of time off. All trustees voted “Aye.” Motion carried.

B. Personnel Policy: Sick Leave

Motion made by Trustee Drisko to approve the Sick Leave section of the Personnel Policy as amended. Seconded by Trustee Knutson. Adjustments made to reflect that time is accrued on a biweekly payroll basis. Changes were made to clarify how time can be utilized. All trustees voted “Aye.” Motion carried.

C. Personnel Policy: Voting Time Leave, Blood Donation Leave, and Volunteer Emergency Worker Leave

Motion made by Trustee Wagner to add Voting Time Leave, Blood Donation Leave, and Volunteer Emergency Worker Leave to the Personnel Policy. Seconded by Trustee Skibinski. Voting Time Leave is a state law. These additions came up as part of our benchmarking with other libraries and needed to be added to our personnel policy. Volunteer Worker Emergency Leave is also state law – amended

to add a line about documentation of duties required may be requested by the Library. All trustees voted “Aye.” Motion carried.

D. Personnel Policy: Vacation Leave

Motion made by Trustee Drisko to approve Vacation Leave section of the Personnel Policy as amended, effective April 1, 2023. Seconded by Trustee Skibinski. In reviewing our vacation time and benchmarking against other libraries, we wanted to award longevity in employment and not front load our vacation time, as well as make vacation time more equitable for part-time and full-time staff. To stay competitive with other libraries, we decided to break out our exempt staff from our non-exempt staff. Also, adjusting vacation time to be awarded on a pay period basis instead of a monthly basis. Implementing with first pay period after April 1, 2023 to give time to get all new rates organized and communicated with staff and supervisors. All trustees voted “Aye.” Motion carried.

Motion made by Trustee Wagner to approve the Legacy Vacation accrual for current full-time employees. Seconded by Trustee Knutson. Changing full-time cap to 25 days from 24 days. All full-time staff hired prior to March 1, 2023 will continue to use this accrual system. New hires will use the new accrual rates. All trustees voted “Aye.” Motion carried.

E. Standards for IL Public Libraries Review: Ch. 1-3

1. To apply for annual Per Capita grant, library and board must review core standards and identify areas for improvement.
 - a) Ch. 1—Core Standards— Technology plan and disaster recovery plan are areas for improvement; we are currently in the process of our 5-year Strategic Plan evaluation. Discussion included that the Building and Grounds Committee could assist in drafting Technology Plan and Disaster Recovery Plan.
 - b) Ch. 2—Governance and Administration— Board Trustees participating in local meetings and regional conferences is an area for improvement
 - c) Ch. 3—Personnel— No areas needing improvement.

F. Building Tour

One of the Standards for Public Libraries is for the Board, Administration, and Staff to conduct an annual Library walk-through. To introduce the Citizen’s Advisory Board to the Building, as well, the Library Director and Assistant Director brought the everyone on a tour of the Building.

XII. Librarian’s Report

The Board members received the January 2023 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. One of our credit card holding staff members previously moved from Youth Services to Adult Services, leaving Youth Services without an additional credit card holder. The Library added an additional Youth Services staff member to the credit card account to be able to purchase programming supplies.
2. Trustees should have received an email from Will County to fill out their statement of economic interest report.

B. Building & Grounds

1. There was another blockage in the staff bathroom in the East End of the building. Aleck Plumbing was called out to clear the blockage and are looking into options for what we can do to accommodate the situation.

C. Friends of the Library

1. The Friends have partnered up with Cultivate to run a special burger called the Bookend to benefit The Friends of the Frankfort Library. This fundraising opportunity runs through the month of February.

XIII. Public Comment

NONE

XIV. Trustee Comment

Trustee Skibinski – Thank you to everyone for attending the meeting.

XV. Executive Session

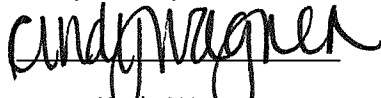
None required.

XVI. Adjournment

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

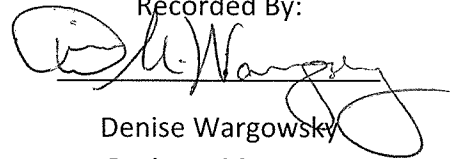
President Look adjourned the meeting at 9:08 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Denise Wargowsky
Business Manager