

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY

February 28, 2019

7:00 PM

I. CALL TO ORDER

Vice President Look called the meeting to order at 7:05 p.m.

II. PLEDGE OF ALLEGIANCE

Attendees recited the Pledge of Allegiance.

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

Present: Trustee Leyva, Trustee Look, Trustee Tylk, Trustee Stephens, and Trustee Skibinski

Absent: Trustee Labuda

Sabbatical: Trustee Albert

Also Present: Pierre Gregoire

IV. INTRODUCTION OF VISITORS

Melissa Rice, Head of Adult Services

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

VI. APPROVAL OF MINUTES FROM THE JANUARY 24, 2019 MEETING

Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held January 24, 2019. Seconded by Trustee Leyva. All trustees voted "Aye." Motion carried.

VII. TREASURER'S REPORT

Trustee Skibinski read the treasurer's report for January 2019.

1. Balance sheet January 31, 2019—Total liabilities and equity are \$1,610,866.79
2. Fund balances—Net asset goal for FY18–19 is \$100,000. Director Gregoire will update in April 2019.

VIII. REVIEW OF BILLS FOR JANUARY 2019

Motion made by Trustee Skibinski to approve the bills for January 2019 as presented. Seconded by Trustee Look. Question made regarding cost of consistent plumbing repairs in east end restrooms versus toilet replacement estimate of \$5,600. All trustees voted "Aye." Motion carried.

IX. CORRESPONDENCE

None.

X. UNFINISHED BUSINESS

1. Working budget process—Adult Books budget is \$61,000. Estimated Special Reserve Fund contribution for FY 19–20 is \$50,000, with an estimated budget of \$29,250 for repairs in 2020 and total goal balance of \$125,000 of end of fiscal year. Net income expected \$35,144.53. Personnel costs expected to rise due to minimum wage increase.
Building loan rate to increase December 2020. Trustees discussed the benefits of a foundation versus a referendum. Trustees Look and Skibinski suggested advertising the impact of the library's financial situation on library resources.

XI. NEW BUSINESS

1. Decrease Adult Books working budget by \$8,800 and increase Building Maintenance by \$8,800, reflecting additional funds for Adult Books from the Friends.

Motion made by Trustee Skibinski to change working budget for FY 2018-2019 Adult Books to \$55,200 and Building Maintenance to \$78,800. Seconded by Trustee Leyva. Reallocating \$8,800 from the Adult Books budget to Building Maintenance for new cleaning services. \$8,800 donated by Friends for Adult Books. All trustees voted "Aye." Motion carried.

Roll call vote:

Leyva	AYE
Labuda	——
Tylk	AYE
Look	AYE
Stephens	AYE
Skibinski	AYE
Albert	——

2. Meeting Room Policy Revisions

Motion made by Trustee Look to approve Meeting Room Policy revisions. Seconded by Trustee Tylk. Solicitation by program presenters is not permitted. All trustees voted "Aye." Motion carried.

3. Internet Access and Digital Device Policy Review

Motion made by Trustee Skibinski to approve review of Access and Digital Device Policy. Seconded by Trustee Tylk. All trustees voted "Aye." Motion carried.

4. Library Foundation Action

Erin Skibinski—foundation candidate reaching out to local volunteers, seeking a meeting in April 2019 with Board Members and potential helpers. Initial solutions include seeking sponsorships from local businesses and donation boxes for specific repairs.

XII. LIBRARIAN'S REPORT

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

1. Scholar subsidies—\$1,200 per associate pursuing education, total \$2,400 for two associates currently.

XIII. PUBLIC COMMENT

Melissa Rice asked how involved the staff should be with ideas for the foundation.

XIV. TRUSTEE COMMENT

President Stephens thanked everyone for their time and attendance.

XV. EXECUTIVE SESSION

None required.

XVI. ADJOURNMENT

Motion made by Trustee Leyva and seconded by Trustee Tylk to adjourn the meeting. All trustees voted "Aye." Motion Carried.

President Stephens adjourned the meeting at 8:47 pm.

Respectfully Submitted:

Recorded By:

Erin Skibinski
Secretary

Jessica Stacy
Recorder