

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
February 22, 2024
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

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

Present Unofficially: Trustee Schneider

Absent: Trustee Drisko

Also Present: Amanda Kowalcze & Denis Wargowsky

Citizens Advisory Committee: Julie Terlep & Mary Lynne Paris

IV. Introduction of Visitors

Jeffrey Slovak, member of Friends of the Library

V. Public Comment—Agenda Items Only

Julie Terlep noted that her son came to the library for the jazz program and that he enjoyed it and learned a lot.

VI. Approval of Minutes from the January 25, 2024 Meeting

Motion made by Trustee Karabis to approve the minutes of the regular board meeting held January 25, 2024. Seconded by Trustee Knutson. Proposed amendments include X.A.1. to specify that the discussion was regarding the levy limit, X.A.2. to correct typo of “both full a” to “both a full”, XII.C.1. to reflect that faucet failed rather than the sink, and XIII. to clarify that the heater in the garage was replaced. All trustees voted “Aye.” Motion carried.

VII. Treasurer’s Report

Trustee Wagner read the treasurer’s report for January 2024.

A. Review of Bills for January 2024

Motion made by Trustee Knutson to approve the bills for January 2024 as presented. Seconded by Trustee Karabis. Mastercard charges much lower than average. Roll call vote.

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

Motion carried.

B. Maintenance Expense V. Budget—Utilities at high point for the winter.

C. Capital Funds Project Status

D. Profit & Loss V. Last Year—Building supplies budget is at 73% for the year. Several unexpected, one-time charges were incurred, such as replacement microwave for staff breakroom, new leaf blower, repainting east end bathrooms, and water cooler purchase to end water cooler lease contract.

E. Balance Sheet as of January 31, 2024—\$69K below budget.

VIII. Committee Reports

A. Finance Committee—Will schedule meeting once Trustee Schneider is available.

B. Policy & Personnel Committee—Committee completed first draft of revised employee handbook. Committee will review draft and confirm any legal changes, then present draft to Board.

C. Building & Grounds Committee—Trustee Wagner volunteers to join committee to fill vacancy by former Trustee Veach. Meeting will be scheduled for beginning of March.

D. Strategic Plan Committee—Met February 7 to review quarterly report of progress with Strategic Plan initiatives.

1. September–December 2023 Quarterly Report—Progress items highlighted in report include implementing programs targeting community members with memory degeneration, establishing a Little Sensory hour for the youth program, a life-size Candyland program, a puzzle speed challenge, & securing an Illinois Road Scholars grant. Library participated in Trunk-or-Treat and established a TikTok account. Trustee Look recommended that a copy of the quarterly assessment should be available on website and as paper copies in the library.

IX. Correspondence
None.

X. Old Business

A. Required and Recommended Renovation Work Project

1. Updated items on current needs list include completion of the following: East End Bathroom ceiling tile and lighting replacement, garage heater replacement, & floor electrical outlet cover replacement. Pending items include rooftop hatch safety system, light switch installation, concrete planter/bollards, & loading dock safety rails.
2. Funding updates include researching annexable areas, researching grants, and utilizing CPI rate of 3.4% to project FY2025 revenues. Library is currently researching foundations & data on 2025 loan refinance. Trustee Look requested Director Kowalcze gather more information about Ozinga grant possibilities.
3. Trustee Look requested examples of local libraries that have done renovations, including costs, timelines, and impact on service.
4. Trustee Schneider asked Director Kowalcze to add discussion of schematic designs for the library that were created in 2023 to March Board Meeting agenda.

B. Annexable Property Update

1. Library viewed tax bill for the property at the northeast corner of Harlem Ave. and Vollmer Rd. Village of Tinley Park has annexed the area, so it will most likely be incorporated into the Tinley Park Public Library District.

C. Loan Renewal/Debt Certificate Bond Counsel

1. Required action to approve conversion of loan into debt certificate can be accomplished in one board meeting. Process noted by Chapman & Cutler should take 15-20 days after board approval. Director Kowalcze contacted another library bond attorney, Ice Miller, for a quote. Pricing is similar, but Chapman & Cutler has completed research stage that Ice Miller would need to complete to assume the work, which could add time and funding to the project, if Ice Miller were chosen. Library will research projected rates for debt certificates.

XI. New Business

- A. Notification of Trustee Vacancy—Katherine Veach notified Trustee Look of her resignation from the Frankfort Public Library District Board of Trustees on February 19, 2024. Trustee Look accepted the resignation. Trustees discussed the process for selecting a new trustee to fill the vacancy, including the application and interview process as well as the timeline. The library will publish a notice of the vacancy within 15 days of the vacancy on February 26, per applicable law. Trustees requested the vacancy to be published in the patch, in the library’s enewsletter, and on social media. The deadline for the applications will be March 12. Applications to be reviewed and interview questions established in March meeting. Interviews to be conducted during executive session in April. If the vacancy is not filled within 90 days, the state may appoint a trustee to fill the vacant seat. Trustees discussed the application process and determined that a photocopy of the applicant’s photo ID and two references be provided along with application. The candidate selected would be appointed to serve until the next library trustee election in April 2025. The candidate would then need to run for reelection for an unexpired two-year term.
- B. Non-Discrimination and Anti-Harassment Policy
Motion made by Trustee Wagner to approve the Non-Discrimination and Anti-Harassment Policy, as amended. Seconded by Trustee Karabis. Minor change made to clarify that the policy applies to all employees rather than just Trustees. All trustees voted “Aye.” Motion carried.
- C. Parking Policy
Motion made by Trustee Knutson to approve the Parking Policy. Seconded by Trustee Wagner. Policy was created to address cars that are left in the library’s lot for extended periods of time or overnight and the process for resolution of the situation. All trustees voted “Aye.” Motion carried.

D. Standard for IL Public Libraries Review: Ch. 1–4

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.

- a) *Ch. 1—Core Standards—All standards are met.*
- b) *Ch. 2—Government and Administration—All standards are met.*
- c) *Ch. 3—Personnel—All standards are met.*
- d) *Ch. 4—Access—Staff noted several areas for improvement, including more internal signage, technology improvements, accessibility of shelved materials, and scalability of shelving in children’s section. Installation of fiber internet will help address technology improvements. Use of top and bottom shelves in adult section can hinder access to materials for some patrons, but staff will access materials for patrons unable to. Some adult shelving is used in children’s section for holiday items.*

XII. Librarian’s Report

The Board members received the January 2024 monthly librarian’s report from Director Kowalczek for review by the trustees, including information on the following:

A. Administration

- 1. Food for Fines program successful
- 2. New insurance options for presentation in March

B. IT

- 1. Funding for antivirus software
- 2. Five-year copier lease

C. Community

- 1. Quincy Veterans Home Library donations

D. Friends of the Library

- 1. Winter art market successful, planning geranium sale for May.

E. Adult Services

- 1. Day of Service activities
- 2. Puzzle speed challenge

XIII. Public Comment

Mary Lynne Paris commented on how she enjoyed the puzzle speed challenge.

XIV. Trustee Comment

Trustee Knutson will not be present for March meeting. Trustee Look thanked the board members and others who help run the library. She also asked that Director

Kowalcze draft a letter to former Trustee Veach to thank her for her service as a trustee. She also asked anyone who has a referral for the Trustee vacancy to please pass along the details of the post to those individuals.

XV. Executive Session

None required.

XVI. Adjournment

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

President Look adjourned the meeting at 8:36 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder