

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
February 27, 2025
7:00 PM

I. Call to Order

Trustee Schneider called the meeting to order at 7:00 p.m.

II. Appointment of Pro Tempore Officers

Motion made by Trustee Drisko to nominate Trustee Schneider as President Pro Tempore. Seconded by Trustee Stenoish. All trustees voted "Aye." Motion carried.

Motion made by Trustee Drisko to nominate Trustee Stenoish as Secretary Pro Tempore. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

IV. Roll Call

Trustee Stenoish called the roll call.

Present: Trustee Karabis, Trustee Schneider, Trustee Drisko, & Trustee Stenoish

Absent: Trustee Look & Trustee Knutson

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee:

V. Introduction of Visitors

Margaret Clemons-Adams, running for Trustee in April; Jeffrey Slovak, Friends of the Library Liaison

VI. Public Comment—Agenda Items Only

None.

VII. Approval of Minutes from the January 23, 2025 Meeting

Motion made by Trustee Schneider to approve the minutes of the regular board meeting held January 23, 2025. Seconded by Trustee Drisko. Changes include adding several items and clarifications, including to item X.C.1. to reflect that no additional discussion was had on the item at the meeting, item XI.A. to reflect that the majority vote of the membership accepted the changes, item XI.F. to reflect that the policy was tabled until February, item XIII.A. to add "not needed", and item XIV.A. to correct that

the piano is not broken and is only old and not in use. All trustees voted “Aye.” Motion carried.

VIII. Treasurer’s Report

Trustee Schneider read the treasurer’s report for January 2025.

A. Review of Bills for January 2025

Motion made by Trustee Schneider to approve the bills for January 2025 as presented. Seconded by Trustee Drisko. To avoid check fraud, library is using vendor portals to make payments, meaning increased credit card usage rather than ACH. Total is \$18K; usual is around \$5K. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	AYE
Stenoish	AYE
Schneider	AYE
Look	—

Motion carried.

B. Maintenance Expense V. Budget

C. Capital Project Funds Status—\$196K balance

D. Profit & Loss V. Last Year—Received 100% of budgeted revenue. Expenditures only total 51% of budget at 7 months into FY24–25, at \$1.63M.

E. Balance Sheet as of January 31, 2025

IX. Committee Reports

A. Finance Committee—Met Feb. 18 to review working budget. Hoping to have tax revenue budget for Will County soon to finalize draft. Meeting again Mar. 14.

B. Policy & Personnel Committee—Did not meet.

C. Building & Grounds Committee—Met Feb. 13. Discussion was based around capital priorities, including a proposal from civil engineering firm Manhard Consulting to assess whether moving the library entrance is feasible, pending traffic study. Discussed soundproofing for meeting rooms. Director Kowalcze reached out to a firm for an estimate for meeting room window noise solution.

D. Strategic Plan Committee—Did not meet.

X. Correspondence
None.

XI. Old Business
Motion made by Trustee Stenoish to table Old Business until the March board meeting. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.

A. Required and Recommended Renovation Work Project

1. Future Renovations—

B. Renovation Committee

C. Board Continuity/Transition

XII. New Business

A. FY25–26 Capital Priorities

Motion made by Trustee Schneider to approve the FY25–26 Capital Priorities. Seconded by Trustee Stenoish. Building projects line separated from building maintenance line to differentiate recurring costs from one-time costs. Moved self-checkout machines to “replace when budget allows” list, as they are still functional and supported in maintenance, but do not have desired capabilities. Change “staff parking lot entrance” item to “staff parking lot”. Roll call vote.

Drisko AYE

Knutson —

Karabis AYE

Stenoish AYE

Schneider AYE

Look —

Motion carried.

B. Fundraising Policy

Motion made by Trustee Drisko to approve the new Fundraising Policy. Seconded by Trustee Karabis. All trustees voted “Aye.” Motion carried.

C. NIMEC (Northern Illinois Municipal Electric Collaborative) Contract Renewal

Motion made by Trustee Drisko to continue participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and to authorize the Director to approve

a contract with the lowest cost electricity provider for a period of up to 36 months. Renewal date for bids is March 4. Estimated 10% increase in energy prices. Seconded by Trustee Stenoish. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	AYE
Stenoish	AYE
Schneider	AYE
Look	—

Motion carried.

D. Auditor Contract Renewal

Motion made by Trustee Karabis to renew the contract for annual auditing services with Illinois NFP for an additional three years. Seconded by Trustee Drisko. Due to below-market rates and quality of audits and process, no change to vendor recommended. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	AYE
Stenoish	AYE
Schneider	AYE
Look	—

Motion carried.

E. Lawn Maintenance Company Contract

Motion made by Trustee Karabis to approve the lawn maintenance contract with Nellis Landscaping in the amount of \$10,000. Seconded by Trustee Drisko. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	AYE
Stenoish	AYE

Schneider AYE

Look —

Motion carried.

XIII. Librarian's Report

The Board members received the January 2025 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Admin

1. Baker & Taylor vendor book availability issues due to their discontinued contract with certain publishers; Library established account with Ingram to fill the gap.
2. Candidates running for board completed questionnaire; answers will be on site in March.
3. Multiple new staff members.

B. Building & Grounds

1. High bill for snow removal & salting expected

C. Community

1. Dolly Parton Imagination Library—Efforts underway to bring this program to Will County. Director Kowalcze expressed interest to county government in the library participating.

XIV. Public Comment

Jeff Slovak mentioned a successful January Winter Art Market by the Friends of the Library. The Friends' annual flower sale is being planned for May.

XV. Trustee Comment

None.

XVI. Executive Session

None required.

XVII. Adjournment

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

Trustee Schneider adjourned the meeting at 7:56 p.m.

Respectfully Submitted:

Brooks Stenoish
Secretary Pro Tempore

Recorded By:

Jessica Stacy
Recorder