

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
February 27, 2020
7:00 PM

- I. Call to Order
President Look called the meeting to order at 7:00 p.m.
- II. Pledge of Allegiance
Attendees recited the Pledge of Allegiance.
- III. Roll Call
Trustee Labuda called the roll call.

Present: Trustee Slovak, Trustee Tylk, Trustee Albert, Trustee Look, Trustee Skibinski, Trustee Labuda, and Trustee Leyva
Absent:
Also Present: Pierre Gregoire
Citizens Advisory Committee: Jonathan Wright, Emily Meszaros, and John Schneider
- IV. Introduction of Visitors
None.
- V. Public Comment—Agenda Items Only
None.
- VI. Approval of Minutes from the January 2020 Finance Committee Meeting
Motion made by Trustee Labuda to approve the minutes of the finance committee meeting held January 9, 2020 as amended. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.
- VII. Approval of Minutes from the January 23, 2020 Meeting
Motion made by Trustee Albert to approve the minutes of the regular board meeting held January 23, 2020 as amended. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.
- VIII. Treasurer's Report
Trustee Albert read the treasurer's report for January 2020.

- A. Balance Sheet as of January 31, 2020
 - B. Review of Bills for January 2020
Motion made by Trustee Tylk to approve the bills for January 2020 as presented. Seconded by Trustee Labuda. Questions made regarding charges related to new air curtain at library entrance, air sanitation services, and supplies for the Youth Services summer reading program. All trustees voted "Aye." Motion carried.
 - C. Profit & Loss V. Last Year—Fines are up by 21%, digital material and hosting is up due to different attributions of funds, Cook County taxes are down by 17%.
 - D. Maintenance Expense V. Budget First Half of FY19–20—Currently at 79% of maintenance budget. Final maintenance expenses are anticipated to be about \$13,000 over budget.
- IX. Correspondence
- A. Response from Lauterbach & Amen to Letter of Concern
- X. Unfinished Business—RFP Feasibility Study
- A. Published in the Chicago Sun Times 2/14 & 2/17
 - B. Direct solicitation to 8 firms
 - 1. Responses received from 7 with intent to provide proposals
 - C. Firms responding to RFP
 - 1. Knight Engineers & Architects, Kluber Architects & Engineers, Richard Wade Architects, Product Architecture & Design, Wold Illinois, Robert Juris & Associates, StudioGC, and other firms will submit proposals.
 - D. Deadline March 15, 2020; Board acceptance of contract March 26, 2020
 - 1. Proposals will be available to the trustees to review as they are submitted. The board may solicit assistance from an independent firm to select the best proposal.
- XI. New Business
- A. Personnel Policy—Cannabis adjustments
Motion made by Trustee Albert to approve the Personnel Cannabis Policy as amended. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.
 - B. Public Comment at Meetings Policy
Motion made by Trustee Labuda to approve the Public Comment at Meetings Policy. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

C. Credit Card Security Policy

***Motion made by Trustee Skibinski to approve the Credit Card Security Policy.
Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.***

XII. Librarian's Report

The Board members received the January 2020 monthly librarian's report from Director Gregoire for review by the trustees, including information on the following:

- A. Loan details—after first five years, the interest rate on the new loan may adjust to the market rate
- B. Line of Credit procedures—Line of credit determinations for maintenance items to be made at March 26, 2020 Finance Committee Meeting.

XIII. Public Comment

None.

XIV. Trustee Comment

None.

XV. Executive Session

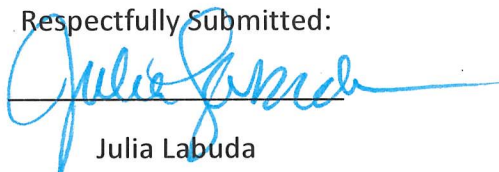
Motion made by Trustee Skibinski and seconded by Trustee Slovak to go into executive session at 8:52 p.m. All trustees voted "Aye." Motion Carried.

XVI. Adjournment

Motion made by Trustee Click or tap here to enter text. and seconded by Trustee Click or tap here to enter text. to adjourn the meeting. All trustees voted "Aye." Motion Carried.

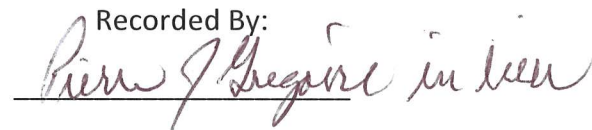
President Look adjourned the meeting at 8:45 p.m.

Respectfully Submitted:



Julia Labuda
Secretary

Recorded By:



Jessica Stacy
Recorder

