

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
January 26, 2023
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 Wagner called the roll call.

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

Absent: Trustee Schneider & Trustee Karabis

Also Present: Amanda Kowalcze & Melissa Rice

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

IV. Introduction of Visitors

Rick McCarthy & Darren Schretter of StudioGC, Dan Eallonardo of Independent Construction Services, Inc.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the November 17, 2022 Meeting

Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held November 17, 2022. Seconded by Trustee Knutson. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Skibinski read the treasurer's report for November & December 2022.

A. Review of Bills for November & December 2022

Motion made by Trustee Drisko to approve the bills for November and December 2022 as presented. Seconded by Trustee Wagner. Roll call vote.

Drisko

AYE

Knutson	AYE
Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	—
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—Utilities higher than normal due to heating costs. PremiStar-South acquired previous HVAC company, Southwest Town Mechanical.
- C. Line of Credit Status—Payment to StudioGC for building assessment study
- D. Profit & Loss V. Last Year—No significant changes.
- E. Balance Sheet as of December 30, 2022— More cash on hand than FY21–22.

VIII. Committee Reports

- A. Finance Committee—Met to discuss changes to checking accounts and certificates of deposit. Preparing for working budget discussions.
- B. Policy & Personnel Committee—Began benefits review recently, with next meeting scheduled for Feb. 14.
- C. Building & Grounds Committee—Have not met since Sept. Next steps to be determined following building assessment study.
- D. Strategic Plan Committee—Consolidating reports to be presented soon.

IX. Correspondence

None.

X. Old Business

A. Welcome Citizens Advisory Committee

- 1. Introduced new members Julie Terlep, Brooks Stenoish, Lauren McDonald, Jaclyn Freitag, & Katherine Veach. President Look discussed the role of the citizens advisory committee and welcomed the new group.

XI. New Business

A. Building Assessment Study—Presentation by StudioGC

1. Noted population growth projection of 23% from 2020 to 2030. Library is below average square area for population size served. Average building size for projected population by 2030 is 53k sq. ft. Current library size is 29k sq. ft. Discussed challenges with oldest section of building. Five approaches for expansion presented, with estimates ranging from \$20.8M to \$27M. Option to demolish and replace oldest section of building estimated at \$13.8M. Future meeting to be scheduled for presentation of facility reports, including needed repairs to current building, in order of priority, compartmentalized by each addition to building and original building. President Look requested materials of facility report be distributed to board prior to final presentation.

B. Building Asbestos Survey

Motion made by Trustee Drisko to approve funding the Midwest Environmental Consulting Services Limited NESHAP Asbestos Survey out of the Line of Credit. Seconded by Trustee Wagner. Recommended as part of building assessment study, as there are no records of previous asbestos assessments. Proposals requested from three facilities, with two bids submitted. NESHAP asbestos survey quote is \$2,500. Trustee Drisko, who works for the EPA, noted no affiliation with or knowledge of NESHAP, and has had no involvement in selection of company to be awarded with the library's contract. As long as survey does not reveal asbestos that is unsealed or likely to be in contact with staff or patrons, library may elect not to remove the asbestos, unless it becomes necessary during any construction or repairs. Roll call vote.

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

Motion carried.

C. Library Bank Account: Wintrust MaxSafe Money Market

Motion made by Trustee Skibinski to approve converting the library's two current standard money markets into two separate Wintrust MaxSafe Public Funds Money

Market accounts. Trustee Karabis, an employee of Wintrust Bank, was not involved in discussion of money market accounts, and is not present for vote. Seconded by Trustee Knutson. Total funds will be split into increments of less than \$250k to remain FDIC insured. Rather than current fixed interest rate, variable interest rate is determined by Illinois Funds Treasurer pool. MaxSafe Public Funds Money Market accounts will receive average of daily interest rate at end of each month as interest rate. Lawyer recommends keeping working capital money market separate from second money market. Roll call vote.

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

Motion carried.

D. Library Bank Account: Account Consolidation

Motion made by Trustee Wagner to approve combining the library's two checking accounts by closing our dedicated Payroll checking account. Seconded by Trustee Skibinski. Library currently has payroll and benefits account separate from operating account. Consolidation would mean fewer monthly transactions and elimination of fraud protection service charges on second checking account. Trustees questioned whether suspected fraudulent charges would freeze whole account. New fraud protection allows individual suspected fraudulent charges to be frozen, while remaining funds are still available. President Look expressed concerns about how a combined account would impact potential internal fraud. Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	—

Look AYE

Motion carried.

E. NIMEC (Northern Illinois Municipal Electric Collaborative) Contract Renewal Resolution

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. Seconded by Trustee Wagner. Library will receive renewal option on March 2, 2023. Library will have until end of business day to select from that day's rates, for a 1-year, 2-year, or 3-year contract. NIMEC advised rates will be inflated approximately 30% over current contract. Roll call vote.

Drisko AYE

Knutson AYE

Karabis —

Skibinski AYE

Wagner AYE

Schneider —

Look AYE

Motion carried.

F. Personnel Policy Update: Bereavement Leave

Motion made by Trustee Drisko to amend the Bereavement Leave portion of the Personnel Policy to be compliant with the Family Bereavement Leave Act. Seconded by Trustee Knutson. Updated to comply with two new bereavement leave acts in Illinois. Expands definition of bereavement to include events such as losses of multiple family members as well as infertility, failed surrogacy, and adoption losses. All trustees voted "Aye." Motion carried.

G. Open Closed Session Meeting Minutes to the Public

Motion made by Trustee Wagner to open certain Closed Session minutes to the public and keep still-privileged minutes closed. Seconded by Trustee Drisko. Closed sessions from 10/17/19, 11/19/20, 7/28/22, & 11/18/22 to be opened. All trustees voted "Aye." Motion carried.

H. Board Meeting Recordings

Motion made by Trustee Drisko to approve the destruction of all recordings of remote, regular, and special Board Meetings older than 18 months and certain closed session meeting recordings older than 18 months. Seconded by Trustee Skibinski. Recordings from closed meetings held on 10/17/19, 2/27/20, 11/19/20, 4/15/21, 4/26/21, 4/28/21, 5/13/21, & 5/17/21 will be destroyed. All trustees voted "Aye." Motion carried.

XII. Librarian's Report

The Board members received the November & December 2022 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. ARPA grant for Covid-19 approved for library. Qualifying expenses must be submitted for reimbursement by December 31, 2024.
2. Paychex payroll system terminated for inability to deliver on both software capabilities and service promises.
3. Kohls property assessment dispute.
4. Autorenewals turned on end of December.

B. Building & Grounds

1. Restroom flange replaced.

C. Community

1. Generous \$10K donation from local family.
2. Village celebration on 6/4/23 at Breidert Green.

XIII. Public Comment

Katherine Veach stated that meeting was interesting, and she appreciates the opportunity to be present.

XIV. Trustee Comment

Trustee Knutson is excited for Citizens Advisory Committee again. Trustee Drisko is glad members of public are present to see the board's work and thanked them for volunteering. Trustee Skibinski remarked on her own time as a member of the Citizens Advisory Committee. President Look imparted to new Citizens Advisory Committee that other patrons may consider them representatives of the library.

XV. Executive Session

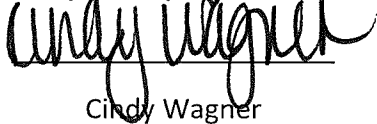
None required.

XVI. Adjournment

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

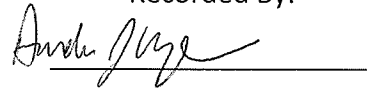
President Look adjourned the meeting at 9:04 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder

Amanda Kawakaze for
Jessica Stacy