

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
January 25, 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 Knutson, Trustee Look, Trustee Karabis, Trustee Wagner, & Trustee Drisko

Absent: Trustee Schneider & Trustee Veach

Also Present: Amanda Kowalcze, Melissa Rice, & Denise Wargowsky

Citizens Advisory Committee: Brooks Stenoish, Julie Terlep, Mary Lynne Paris, & Jeff Slovak

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the December 14, 2023 Meeting

Motion made by Trustee Wagner to approve the minutes of the regular board meeting held December 14, 2023 as amended. Seconded by Trustee Knutson. Corrections include change to item VIII. C. to reflect that the committee meeting was to be held on January 4, not February 4. Also suggested to correct item IX. Task item to reflect that Director Kowalcze is to bring FPLD map, not Matteson map. President Look discussed that the recording secretary and anyone who sits in for the recording secretary should only include main points of the discussion. Any suggested corrections to the minutes for the previous meeting should be submitted in document form to Director Kowalcze prior to the upcoming meeting. It will be determined during discussion whether proposed amendments will be approved. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Director Kowalcze read the treasurer's report for December 2023.

A. Review of Bills for December 2023

Motion made by Trustee Karabis to approve the bills for December 2023 as presented. Seconded by Trustee Drisko. Checks older than 3 years must be sent to Illinois Comptroller—a process which was recently completed for 2 checks. Roll call vote.

Drisko AYE

Knutson AYE

Karabis AYE

Veach —

Wagner —

Schneider AYE

Look AYE

Motion carried.

B. Maintenance Expense V. Budget—Expenses only at 26% of annual budget, but peak heating season will increase costs. Slightly above budget on supplies.

C. Capital Funds Project Status

D. Profit & Loss V. Last Year—\$39K below budget YTD.

E. Balance Sheet as of December 31, 2023

F. Second Quarter Review—Ahead of last year’s revenue by 8.7%. YTD expenses are up 4%, or \$56K. IMRF is \$67K lower, due to rate decrease. Automation fund is \$21K lower. Payroll increased by \$51K, and adult materials costs increased as well.

VIII. Committee Reports

A. Finance Committee—Did not meet. Planning to meet when all members available.

B. Policy & Personnel Committee—Met Jan 2, will meet Feb 6. Continuing work on employee handbook, such as work standards and expectations.

C. Building & Grounds Committee—Met Jan 4 to discuss maintenance checklist and review capital priorities for this year and next year. Meeting again end of Feb, beginning of March.

D. Strategic Plan Committee—Will meet Feb 7 to review progress, which will be presented at February meeting.

IX. Correspondence
None.

X. Old Business

A. Required and Recommended Renovation Work Project

1. Available Grants List—Organized into categories of Building/Construction, Programs & Services, & Miscellaneous. List has been shared with department heads. Items without fiscal ranges are often open-ended. Trustee Drisko recommended staff research EPA Sewer Overflow and Stormwater Reuse Municipal Grants Program for Cook County. Director Kowalcze is attending March 12th foundation and fundraising presentation from ATLAS at Oak Lawn Public Library. CPI rate is 3.4%, which can be used to determine what the levy limit should be for 2025, to track for budgeting.
2. Maintenance Checklist—Updated maintenance checklist provided by Director Kowalcze. Checklist is broken down into both a full checklist and also a monthly checklist. Full checklist includes frequency of task, description of task, person or vendor responsible for performing task, and when any applicable contracts expire. Monthly sheet is intended for use by staff and includes space for completion date, follow-up person, and notes. This is meant to be a living document, as this is the first year of the checklist's implementation.
3. Insights from 157-C Recent Renovation—Director Kowalcze spoke with Superintendent Doug Wernet regarding fiscal history of School District 157-C. She detailed how the district paid off its debts in the '90s, including an operating tax increase in 2000 and a building referendum in 2004. Wernet provided insights into 157-C's strategy for how the current building project was funded, both via decade of savings and cutbacks and debt certificates.

B. Areas Unserved by Libraries

1. Board reviewed areas unserved by a library that border the library's current district. Lot at northeast corner of Vollmer Rd. and Harlem Ave. is zoned for becoming commercial or industrial and was sold as part of a 2021 multi-property deal. Director Kowalcze will reach out to identify when land will be available to be developed and thus annexed. Lot on southeast corner of Ridgeland Ave. and Sauk Trail is mostly farms and residential, which would require a petition by landowners to join the library.

XI. New Business

A. Open Closed Session Meeting Minutes to the Public

Motion made by Trustee Wagner to keep still-privileged minutes closed. Seconded by Trustee Karabis. Board members discussed reviewing older sets of closed minutes to determine whether any information contained could be harmful to those involved to release to the public. All trustees voted "Aye." Motion carried.

B. Loan Renewal Informational Update

1. Loan is due for renewal in February 2025. When loan was moved to Old Plank Trail Bank in 2020, loan was converted into a commercial unsecured promissory note, making it enforceable. There was also a line of credit issued that is only allowable with commercial loans. Current attorneys at Klein, Thorpe, & Jenkins will not issue approval, due to their interpretation that under 75 ILCS 16/40-25, public libraries may only hold mortgage loans. They referred the library to a bond counsel. Chapman & Cutler, a well-known municipal bond counsel in the area, recommended the loan be converted into a debt certificate. They offered this service for \$10K. Old Plank Trail Bank's government lending team recommend following Chapman & Cutler's recommendation. Director Kowalcze will reach out to District 157-C, which has debt certificates from recent construction, for information about their experience with the process.

C. Board Meeting Attendance and Remote Attendance Guidelines

1. Board reviewed guidelines for remote meeting attendance.

D. Decennial Committee

1. Meeting to view draft report to submit to county set for 6:30 p.m. on February 22. Will set date for final committee meeting at February meeting.

XII. Librarian's Report

The Board members received the December 2023 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. On advice of lawyer, warning letter written to patron whose service animal was out of control. Patron has not been back to the library for Director Kowalcze to issue letter. Trustee Drisko advised Director Kowalcze to check with lawyer regarding liability if service animal harms anyone in the library.

B. Information Technology

1. Summit Hill received large donation of computer monitors and offered extras to library. All computer lab monitors to be replaced with donated monitors.

C. Building & Grounds

1. Sink faucet in east end men's room failed and must be replaced.

D. Community

1. Longtime Library user and homebound delivery recipient passed away. Her family requested donations to the library in lieu of flowers.

E. Friends of the Library

1. Winter Art Market on Saturday, January 27

F. Adult Services

1. Read widely reading challenge completed
2. Library to host Road Scholars in May

XIII. Public Comment

CAC member Brooks Stenoish relayed how grateful she was that the library has a fax machine she could use in a pinch. CAC member Julie Terlep mentioned that Ozinga offers grants. Mary Lynne Paris thanked board for replacing heater in garage and mentioned the membership drive.

XIV. Trustee Comment

President Look thanked everyone for the work done for the meeting, as it was very informative. She remarked that the library is more than just a building.

XV. Executive Session

None required.

XVI. Adjournment

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

President Look adjourned the meeting at 8:48 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder