

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
January 22, 2026
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 Otway called the roll call.

Present: Trustee Look, Trustee Faris, Trustee Otway, Trustee Evenhouse, Trustee Stenoish, Trustee Miner, & Trustee Meszaros

Absent:

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

Citizens Advisory Committee:

IV. Introduction of Visitors

Darren Schretter of StudioGC; Dan Eallonardo, owner's representative; Jeff Slovak, Friends of the Library liaison.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the December 11, 2025 Meeting

Motion made by Trustee Meszaros to approve the minutes of the regular board meeting held December 11, 2025. Seconded by Trustee Faris. Header on all pages, date in item VI, and date in item VII.A. should be updated to reflect meeting date of December 11, 2025. All trustees voted "Aye." No abstentions. Motion carried.

VII. Treasurer's Report

Trustee Miner read the treasurer's report for December 2025.

A. Review of Bills for December 2025

Motion made by Trustee Otway to approve the bills for December 2025 as presented. Seconded by Trustee Evenhouse. Roll call vote.

Look

AYE

Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

No abstentions. Motion carried.

- B. Maintenance Expense V. Budget—
- C. Profit & Loss V. Last Year—97% of revenue received. Cook County tax revenue is delayed due to Cook County tax bill delay.
- D. Balance Sheet as of December 31, 2025—
- E. Q2 FY25–26 Financial Report— Expenses are under budget. Finances overall are better than projected.

VIII. Committee Reports

- A. Finance Committee—Met Jan. 13 to discuss Cook County tax disbursement delay, building projects, and format of the Profit & Loss report. Committee also discussed initial draft of FY26–27 working budget to be reviewed at the next finance committee meeting. Policy & Personnel Committee requested the Finance Committee’s review of several finance-related policies at the Library, but no edits were recommended by either committee. Next meeting planned for March 10.
- B. Policy & Personnel Committee—Met Jan. 8 to discuss Whistleblower & Anti-Retaliation, Telecommuting, Finance & Purchasing, Fund Balance, Credit Card Use, and Unattended Children policies. Board bylaws were also reviewed. Next meeting scheduled for Feb. 5.
- C. Building & Grounds Committee—Met Dec. 17 to discuss Reading Room Project, multiple minor maintenance items, a proposal for insulating meeting room windows, and options for a new Adult Services desk. Minor car accident where patron hit the building, requiring inspection and recommendation of minor repairs. Board is discussing how to mitigate the issue and protect patrons who may be on the sidewalk, as this is the second time this type of incident has occurred. Met again Jan. 19 to discuss proposals for Reading Room Project to be detailed in item X.B.

1. Maintenance Checklist Assessment—Determined to be working well for staff and Library.

- D. Strategic Plan Committee—Met Jan. 21 to review quarterly report from Oct-Dec 2025. Discussed surveys and timeline for next Strategic Plan. Next meeting planned Feb. 18 to work on surveys.

IX. Correspondence

None.

X. Old Business

A. Required and Recommended Renovation Work Project

1. Recommendation from President Look that Renovation documentation and ideation becomes ad hoc until next strategic plan is established.

B. Reading Room Project

1. Reading Room Budget Discussion—5 bids received, with multiple bidders having been interviewed. Dan Eallonardo, owner’s representative, explained reasons why the bids range widely in price, including discrepancies in supplier prices, subcontracting, availability, time to complete work, and labor estimates for project. KWCC Construction, Inc. has worked with both Dan and StudioGC before and the company demonstrated a solid understanding of the actual requirements of the work. KWCC has also completed a parking lot project for the Midlothian Library, where they were also the low bidder and performed their work to positive reviews by the library.

2. Reading Room Project Bids

Motion made by Trustee Evenhouse to award the Reading Room Recladding & Renovation project to KWCC Construction, Inc. in an amount not to exceed \$138K. Seconded by Trustee Otway. Roll call vote.

Look AYE

Miner AYE

Meszaros AYE

Otway AYE

Faris AYE

Evenhouse AYE

Stenoish AYE

No abstentions. Motion carried.

3. Reading Room Funding

Motion made by Trustee Faris to approve the funding of the Reading Room Project from the Grant Fund and the Special Reserve Fund. Seconded by Trustee Stenoish. Matching grant was \$83,200, and requires the Library to expense at least an equal amount to the grant for the project. Total estimated project cost is \$173,200. Roll call vote.

Look AYE

Miner AYE

Meszaros AYE

Otway AYE

Faris AYE

Evenhouse AYE

Stenoish AYE

No abstentions. Motion carried.

C. Strategic Plan Discussion—

1. Following the Committee report, no discussion needed.

XI. New Business

A. Photography & Recording Policy—

Motion made by Trustee Otway to approve the Photography & Recording Policy, as revised. Seconded by Trustee Meszaros. Minor changes to policy to remove stipulation that recording be “professional” and state that restrictions apply to recording in reserved meeting rooms for non-Library organizations. All trustees voted “Aye.” No abstentions. Motion carried.

B. Reference & Readers’ Advisory Policy—

Motion made by Trustee Faris to approve the Reference & Readers’ Advisory Policy, formerly known as the Reference Service Policy. Seconded by Trustee Miner. Updated to reflect new state standards, including more language about confidentiality and what patrons can and cannot request and expect during an interaction with staff, addressing issues such as requesting specific staff members or making high demands of staff time. Also included that staff cannot handle confidential credentials or complete homework assignments. Discussion of setting this policy for review on an annual cadence. All trustees voted “Aye.” No abstentions. Motion carried.

C. Whistleblower & Anti-Retaliation Policy—

Motion made by Trustee Miner to approve the Whistleblower & Anti-Retaliation Policy, as revised. Seconded by Trustee Stenoish. Changes include definition of retaliatory action and added levels of remedial action and reporting for the complainant, if they feel the concern has been dismissed wrongly or prematurely. All trustees voted “Aye.” No abstentions. Motion carried.

D. Volunteer Policy—

Motion made by Trustee Faris to approve the Volunteer Policy, as revised. Seconded by Trustee Meszaros. Changes made to clarify grade levels of student volunteers and that orientation is required. All trustees voted “Aye.” No abstentions. Motion carried.

E. Policy Review: Telecommuting Policy—

1. No edits recommended by the Policy & Personnel Committee.

F. Proposed Board Bylaw Revision: Remote Attendance Update—

1. Recommended revision to include active military service as a qualifying reason to attend a meeting remotely, based on changes to the Open Meetings Act.

G. Outreach Vehicle Fundraiser—

1. Current donations stand at \$62,787.56, including a donation from the Friends of the Library’s giving tree. Goal is \$70K. Friends of the Library are interested in helping further the goal, while other options include using a portion of a previous donation that was undesignated for any specific uses.

Motion made by Trustee Miner to transfer \$7,212.44 from the undesignated donation to the Outreach Vehicle Fund. Seconded by Trustee Evenhouse. Roll call vote.

Look AYE

Miner AYE

Meszaros AYE

Otway AYE

Faris AYE

Evenhouse AYE

Stenoish AYE

No abstentions. Motion carried.

XII. Executive Session—Review Executive Session Minutes

Not needed. President Look volunteered to read the minutes and make a recommendation before next review is due.

XIII. New Business

H. Executive Session Meeting Minutes

Motion made by Trustee Faris to open certain Executive session Minutes to the Public and keep still privileged minutes closed. Seconded by Trustee Stenoish. All trustees voted “Aye.” No abstentions. Motion carried.

I. Executive Session Recordings

Motion made by Trustee Miner to approve the destruction of certain Executive Session Recordings older than 18 months, including 3/28/24, 4/15/24, 4/16/24, 4/17/24, & 4/25/24. Seconded by Trustee Faris. All trustees voted “Aye.” No abstentions. Motion carried.

XIV. Librarian’s Report

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

A. Community—

1. Award from a girl scout troop

B. Building & Grounds—

1. Replacing staff lockers and painting walls in the break room

C. Adult Services—

1. \$10K Grant from OATS for Senior Planet programming
2. US 250th anniversary reading program

D. Youth Services—

1. Winter reading program started

XV. Public Comment

Jeff Slovak commented that the Friends are bringing cats from NAWS to February 15 event. March 22 book drive. March 28 spring art market. April 17 scavenger hunt planned. Membership drive is underway.

XVI. Trustee Comment

Trustee Faris thanked Director Kowalcze for her coordination to making decisions easy for the board. Trustee Miner is excited for the outreach vehicle. Trustee Stenoish shouted out the Youth Services department about the support dog that was brought in

for teens during finals prep in December. Trustee Meszaros congratulated the staff on the outreach vehicle and the approval for the reading room construction grant. Trustee Otway felt confident in StudioGC's presentation and their work for the reading room proposal. Trustee Evenhouse commented on how much the board accomplished tonight and how thoughtfully it was done. She also thanked the staff and board committees for all the work done behind the scenes. President Look appreciates the hard work of everyone and wished attendees a Happy New Year.

XVII. Adjournment

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

President Look adjourned the meeting at 9:08 p.m.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded By:

Jessica Stacy
Recorder