

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
January 23, 2020
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 Skibinski called the roll call.

Present: Trustee Leyva, Trustee Skibinski, Trustee Look, Trustee Albert, and Trustee Slovak

Absent: Trustee Labuda and Trustee Tylk

Also Present: Pierre Gregoire

Citizens Advisory Committee: Emily Meszaros and John Schneider

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the December 12, 2019 Meeting

Motion made by Trustee Slovak to approve the minutes of the regular board meeting held December 12, 2019. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Albert read the treasurer's report for December 2019.

A. Balance Sheet as of December 31, 2019

B. Review of Bills for December 2019

Motion made by Trustee Slovak to approve the bills for December 2019 as presented. Questions made regarding USPS shipment charges and two false alarms. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

C. Corrected Audit for FY18–19

Motion made by Trustee Skibinski to accept the corrected external audit for FY18–19. Seconded by Trustee Albert. All trustees voted “Aye.” Motion carried.

D. Profit & Loss V. Last Year—95% of expected income for FY19–20 has been received. Per capita grant adjusted to be applied to FY18–19. Funds for Telephone, Legal Fees & Ads, Professional Services, Public Liability, and Maintenance are slightly over budget. Electronic database subscriptions are paid for the year. Fine revenue is increased over FY18–19, but meeting room revenue has decreased.

E. Expense V. Budget First Half of FY19–20

1. Maintenance Expense Detail—Maintenance Budget Detail

VIII. Correspondence

Letter of Concern to Lauterbach & Amen.

Motion made by Trustee Slovak to approve Letter of Concern to Lauterbach & Amen. Seconded by Trustee Skibinski. All trustees voted “Aye.” Motion carried.

IX. Unfinished Business

None.

X. New Business

A. Borrowing Resolution 2019-04

Resolution to authorize borrowing up to \$2,000,000 from Old Plank Trail Community Bank to refinance the construction loan on the West End and add borrowing for repair and remodeling of old section of the library.

Motion made by Trustee Albert to approve Borrowing Resolution 2019-04. Seconded by Trustee Slovak. All trustees voted “Aye.” Motion carried.

B. Personnel Handbook changes updating drug use and FMLA applications re: gender and sexual violence

Motion made by Trustee Leyva to table approval of the Personnel Policy Revision of Jan 2020 for further revisions. Seconded by Trustee Skibinski. All trustees voted “Aye.” Motion carried.

C. Sexual Harassment Policy update

Motion made by Trustee Albert to approve Sexual Harassment Policy Revision 3.0. Seconded by Trustee Slovak. Policy has been revised for further guidelines applying to Trustees and nonemployees. All trustees voted “Aye.” Motion carried.

at 2.9%
for 15 years

D. Building Renewal Project Plan

1. Loan Refinance closing—Planned for early February 2020
2. RFP—Remodel Feasibility Study—will be assessed and findings presented at board meeting on May 28, 2020.

E. Finance Committee monthly meeting calendar

1. Attendance/Commitment—Discussion tabled until RFP feasibility study is finished
2. Next Finance Committee meeting is March 26, 2020 at 6 p.m.

XI. Librarian's Report

The board members received the December 2019 monthly librarian's report from Director Gregoire for review by the trustees, including information on the following:

- A. Raffles regulations—Must identify value of raffle materials to Village of Frankfort
- B. Alcohol regulations—Village requires alcohol purchases of more than \$500 be made through a distributor. Servers must be certified, and a fee structure must be in place. Open events serving alcohol must be insured.
- C. Cannabis regulations—Addressed by pending policy revision
- D. Beyond SWAN
 1. Find More Illinois—ability to request materials from more Illinois libraries
 2. OCLC—WorldCat—Library items from outside of SWAN available. Some materials require payment.
 3. Museum Passes
 4. Non-book, non-media—hotspots, kits

XII. Public Comment

Emily Meszaros commented on her experience at another library with patrons vaping on the library premises.

XIII. Trustee Comment

Trustee Albert will give a presentation at the library on his time in Spain on February 9 at 2 p.m. Trustee Look thanked everyone for their participation and contributions, as well as preparation beforehand. She also thanked the Citizens Advisory Committee for their attendance.

XIV. Executive Session

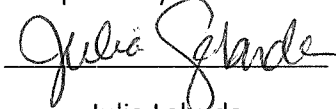
None required.

XV. Adjournment

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

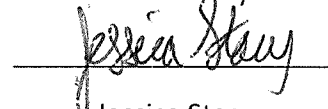
President Look adjourned the meeting at 8:43 p.m.

Respectfully Submitted:



Julia Labuda
Secretary

Recorded By:



Jessica Stacy
Recorder