

FRANKFORT PUBLIC LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY

January 24, 2019

6:00 PM

I. CALL TO ORDER

President Stephens called the meeting to order at 6:32 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 Labuda, Trustee Skibinski, Trustee Look, and Trustee Stephens

Absent: Trustee Albert and Trustee Tylk

Also Present: Pierre Gregoire

IV. INTRODUCTION OF VISITORS

Library Staff: Jennifer Erbach, Jen Pagnini, Sandy Anderson, Mary Beth Harvey, Monica Murphy, Julia Wojcik, and Melissa Rice.

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

VI. APPROVAL OF MINUTES FROM THE JANUARY 10, 2019 FINANCE COMMITTEE MEETING

Motion made by Trustee Labuda to approve the minutes of the finance committee meeting held January 10, 2019. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

VII. UNFINISHED BUSINESS

1. Building Needs Assessment—Storm drain near garage needs new drainage pipe to water retention area. Gutters near quiet reading room require underground drainage to sewer system to eliminate flood risk. Parking lot needs to be restriped and seal coated. Northwest corner of parking lot requires edging. Barn needs to be demolished and have new faucet installed for possible community garden. East and north exterior siding need to be repainted along with dormers and fencing around HVAC unit. Patrons request marquee canopy at entrance. Roof over original building needs repairment/replacement. Soffits and flashings on new air conditioning unit need replacement. East end restrooms and staff restroom need total remodel to replace plumbing and hook up to main plumbing system. Sound management and enclosure needed for Youth Services area. Circulation area needs remodel for more privacy and protection, installation of air vestibule at entrance for climate management. Air conditioning unit in original building needs replacement. Twenty-one units of baseboard heaters are beyond useful life expectancy. Transformer from original building needs inspection. Possible installation of solar panels on roof for higher electrical efficiency, as electrical costs for FY 17–18 were about \$70,000. Need public address system installed throughout library. Library garage needs organization, new storage options.
2. Capital Spending Plan—Some repairs are scheduled to be completed during specific fiscal years. Director Gregoire plans to set aside reserve as part of budget each year for more expensive repairs until they can be completed. Total costs for all repairs are estimated at around \$260,000. Plan to reserve \$125,000, \$92,000, \$40,000 for upcoming fiscal years to complete repairs.

3. Added Reserve for Fund Balance Increase—Goal to save a minimum of three months of operating budget (\$600,000). Current special reserve is \$64,000.
4. Loan Rate Adjustment in 2020—Interest on building loan will increase in 2020. Considering five-year bond to be proposed for November 2020 election. Bond may provide approximately \$275,000 per year in additional revenue.

VIII. NEW BUSINESS

1. Budget Plan for FY 2019–2020
 - a. Fund balance goal—
 - b. Operations less personnel—
 - c. Collection and subscriptions—
 - d. Personnel Costs—
2. Bond Referendum to Refinance Building Loan

IX. PUBLIC COMMENT

Melissa Rice, Head of Adult Services, read a statement on behalf of Jennifer Erbach, Head of Youth Services, to request that the board not proceed with charging for Youth Services programming, or only institute fees for nonresidents. Melissa Rice stated that programming, collections, and online resources have suffered budget cuts and no longer meet the expectations of residents. Due to lack of wage increases, library staff may begin to seek employment elsewhere.

Monica Murphy of Tech Services commented that many residents are not aware of the library's financial situation and would likely be willing to help if they were.

Sandy Anderson of Youth Services stated that she would support a tax increase and that the elimination of automatic renewals will increase traffic and circulation as well as revenue.

X. TRUSTEE COMMENT

President Stephens requested that Director Gregoire publish the document detailing the repairs needed to the library on the library's website.

XI. EXECUTIVE SESSION

None required.

XII. ADJOURNMENT

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

President Stephens adjourned the meeting at 7:34 pm.

Respectfully Submitted:

Recorded By:

Erin Skibinski
Secretary

Jessica Stacy
Recorder