

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

July 25, 2019

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 Labuda called the roll call.

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

Absent: Trustee Tylk and Trustee Stephens

Also Present: Pierre Gregoire

IV. INTRODUCTION OF VISITORS

Mary Ryan, Head of Youth Services; Mati De Alba, President of the Teen
Advisory Board

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

VI. APPROVAL OF MINUTES FROM THE JUNE 2019 MEETING

***Motion made by Trustee Skibinski to approve the minutes of the
regular board meeting held June 27, 2019 as amended. Seconded by
Trustee Labuda. All trustees voted "Aye." Motion carried.***

VII. TREASURER'S REPORT

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

1. Balance sheet for June 30, 2019
2. Review of Bills For June 2019

Motion made by Trustee Albert to approve the bills for June 2019 as presented. Seconded by Trustee Labuda. Questions made regarding yearly subscription for large print books as well as bills for landscaping and tuition reimbursement. All trustees voted "Aye." Motion carried.

3. Switch of line item amounts in FY2019-2020 Working Budget
Mary Ryan—Head of Youth Services requesting reallocation of funds to cover increasing requests for video games.

Motion made by Trustee Skibinski to approve moving \$750 from YS DVD to Video Game FY2019-2020 Working Budget line items.

Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.

4. Annual Review

Motion made by Trustee Skibinski to utilize \$50,000 previously identified for Special Reserve Fund to replace the tar and gravel roof and to authorize Director Gregoire to select a contractor and proceed with repair. Seconded by Trustee Labuda. Resurfacing roof to lower electricity costs and insulate building. Maintenance items planned for FY20–21 are being reprioritized to FY19–20. All trustees voted "Aye." Motion carried.

VIII. CORRESPONDENCE

Lisa Stephens resignation from trustee position on July 16, 2019.

Motion made by Trustee Skibinski to accept the resignation of Trustee Lisa Stephens as a member of the Frankfort Public Library District Board of Trustees. Seconded by Trustee Albert. The board would like to thank former Trustee Stephens for her contributions with a formal letter. Director Gregoire has placed a notice on the library website to advertise need for a replacement within sixty days and will also advertise through email and social media. Application deadline will be August 12, 2019. Candidate interviews will be held during a closed session of the board. All trustees voted "Aye." Motion carried.

IX. TRUSTEE ADMINISTRATIVE BUSINESS

1. Board packet guide—Director Gregoire resetting expectations of recurring discussion points and trustee preparation for each meeting
2. Courtesy call on attendance—text/call Pierre by 4:00 p.m. on meeting days to confirm absence

X. UNFINISHED BUSINESS

None.

XI. NEW BUSINESS

1. Resolution #2019-2 authorizing Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection
Motion made by Trustee Skibinski to approve Resolution 2019-2 authorizing making certain closed session meeting minutes available for public inspection. Seconded by Trustee Leyva. All trustees voted "Aye." Motion carried.
2. Ordinance #270 authorizing levy of an additional tax for the maintenance, repairs, and alterations of the library building and equipment

Motion made by Trustee Leyva to approve Ordinance 270 authorizing levy of a Building and Maintenance tax. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.

3. Appointment of Replacement for Trustee Stephens
4. Treasurer's Annual Statement of Revenues & Disbursements
Annual statement prepared by Trustee Albert outlining revenues and disbursements from July 1, 2018 to June 30, 2019 to be published in local newspaper, as required.
5. Referendum/Bond—Rene
 - a. Trustee Leyva discussed his research on other libraries' referendum strategies. He recommended a focus on expanded services for the community.

Motion made by Trustee Leyva for the board to vote on pursuit of a referendum at the August 2019 meeting. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.

6. Budget and Appropriations Ordinance Discussion
Motion made by Trustee Leyva to table discussion of Budget and Appropriations Ordinance until the August 2019 meeting. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

XII. LIBRARIAN'S REPORT

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

1. HR Seeds—"Death of Expertise"

XIII. PUBLIC COMMENT

None.

XIV. TRUSTEE COMMENT

The trustees thanked Trustee Leyva for his research on referendum strategy.

XV. EXECUTIVE SESSION

None required.

XVI. ADJOURNMENT

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

President Look adjourned the meeting at 9:25 p.m.

Respectfully Submitted:

Recorded By:

Julia Labuda
Secretary

Jessica Stacy
Recorder