

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

July 27, 2023

7:00 PM

I. Call to Order

Vice President Wagner called the meeting to order at 7:07 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

Present: Trustee Veach, Trustee Knutson, Trustee Wagner, & Trustee Schneider

Absent: Trustee Look, Trustee Karabis, & Trustee Drisko

Also Present: Amanda Kowalcze & Melissa Rice

Citizens Advisory Committee: Julie Terlep, Tracey Bohl, Jackie Freitag, & Mary Lynne Paris.

IV. Introduction of Visitors

Jeff Slovak—Friends of the Frankfort Library Liason

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the June 22, 2023 Meetings

***Motion made by Trustee Knutson to approve the minutes of the regular board meeting and the special board meeting held June 22, 2023. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for June 2023.

A. Review of Bills for June 2023

***Motion made by Trustee Schneider to approve the bills for June 2023 as presented. Seconded by Trustee Veach. Trustee Schneider commended Director Kowalcze, Business Manager Denise Wargowsky, and entire library staff for their financial management of the library. Roll call vote.***

Drisko

—

Knutson	AYE
Karabis	—
Veach	AYE
Wagner	AYE
Schneider	AYE
Look	—

***Motion carried.***

- B. Maintenance Expense V. Budget—Due to changes in electricity provider’s monthly calculations, bills will fluctuate.
- C. Capital Funds Project Status
- D. Profit & Loss V. Last Year—FY22–23 net income of \$190k, due to extra tax revenue. Total revenue of \$2.92m. Total expenditures of \$2.73m are \$36k below budget.
- E. Balance Sheet as of June 30, 2023

VIII. Committee Reports

- A. Finance Committee—Met July 10th to review Meristem Advisors presentation and discuss financial options to meet building’s capital needs. Recommended Building & Grounds Committee verify priorities for capital projects.
- B. Policy & Personnel Committee—Will meet in August.
- C. Building & Grounds Committee—Met July 19th to review building assessment study and reevaluate capital projects priorities. A few minimal projects were moved between categories. Additional questions directed to StudioGC.
- D. Strategic Plan Committee—Did not meet, but planning to meet in September to evaluate first quarter of FY23–24.

IX. Correspondence

None.

X. Old Business

A. Standards for IL Public Libraries Review: Ch. 4 & 5

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.

- a) *Ch. 4—Access—Staff noted several areas for improvement, including more space, additional internal signage, technology improvements, and accessibility of shelved materials.*
- b) *Ch. 5—Building Infrastructure and Maintenance—Staff noted room for improvement with creation of and regular review of maintenance checklist.*

XI. New Business

A. Staff Inservice Day on October 20, 2023

***Motion made by Trustee Schneider to close the Library to the public on Friday, October 20, 2023 for an all-staff training day. Seconded by Trustee Veach. Inservice Day to be used for individual department meetings and training for staff. All trustees voted “Aye.” Motion carried.***

B. IMRF Fund Transfer

***Motion made by Trustee Schneider to transfer \$15,386.89 from the IMRF Fund to the General Fund, in order to repay the obligation of funds due from the IMRF Fund to the General Fund, as a result of interfund borrowing during FY21–22. IMRF payments had previously been paid from General Fund. Accountant has clarified process for allocating IMRF funds, to avoid interfund borrowing in future fiscal years. Seconded by Trustee Knutson.***

***Roll call vote.***

Drisko	—
Knutson	AYE
Karabis	—
Veach	AYE
Wagner	AYE
Schneider	AYE
Look	—

***Motion carried.***

C. Food for Fines

***Motion made by Trustee Veach to approve a Food for Fines event to run from February 1 to February 29, 2024. Patrons with overdue fines can repay fines with donation of nonperishable food items, at the rate of \$1 per item, up to \$25. All received items will be donated to Frankfort Township Food Pantry. Seconded by Trustee Knutson.***

***Roll call vote.***

Drisko	—
Knutson	AYE
Karabis	—
Veach	AYE
Wagner	AYE
Schneider	AYE
Look	—

***Motion carried.***

D. Tuckpointing and Wall Removal Proposals

***Motion made by Trustee Veach to approve Bruno’s Tuckpointing for the removal of the courtyard wall and needed tuckpointing and brick repair in the amount of \$23,995 to be paid out of the Capital Projects Fund. Due to proposals for full building tuckpointing exceeding \$100k, proposals were reassessed to prioritize only areas of concern. Seconded by Trustee Schneider.***

***Roll call vote.***

Drisko	—
Knutson	AYE
Karabis	—
Veach	AYE
Wagner	AYE
Schneider	AYE
Look	—

***Motion carried.***

E. Secretary's Audit

1. At end of each fiscal year, state requires audit, in which ordinances, resolutions, & meeting minutes must be reviewed by two trustees other than the Secretary to ensure proper signatures on all documents. Trustee Veach and Trustee Wagner volunteered to review.

XII. Librarian's Report

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

A. Community

1. Successful presence at community showcase July 24.

B. Administration

1. Budget & Appropriation Ordinance, Levy, and Building & Maintenance Levy are prepared and will be on the agenda of upcoming meetings.

C. Maintenance

1. Sprinkler malfunction repaired
2. Sump pump replaced

D. Friends of the Library

1. Successful book sale, with next book sale August 5th

E. Adult Services

1. Summer reading very busy

F. Youth Services

1. New youth services librarian

G. IT

1. New website underway
2. SWAN messaging platform changes

XIII. Public Comment

None.

XIV. Trustee Comment

Trustee Knutson recalled positive interactions with patrons when wearing her library shirt. Trustee Veach attended webinar regarding artificial intelligence in libraries. Trustee Wagner commented that she enjoyed working with the library staff at the community showcase.

XV. Executive Session  
None required.

XVI. Adjournment  
***Motion made by Trustee Schneider and seconded by Trustee Veach to adjourn the meeting. All trustees voted "Aye." Motion carried.***

***Vice President Wagner adjourned the meeting at 7:50 p.m.***

Respectfully Submitted:



Jennifer Knutson  
Secretary

Recorded By:



Jessica Stacy  
Recorder