

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
July 24, 2025  
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 Otway called the roll call.

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

Absent: Trustee Evenhouse

Also Present: Amanda Kowalcze & Melissa Rice

Citizens Advisory Committee: Mary Lynne Paris

IV. Introduction of Visitors

Jeffrey Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

Mary Lynne Paris complimented Director Kowalcze on her eloquent, professional response to Wintrust Bank regarding the error with the loan interest payments.

VI. Approval of Minutes from the June 26, 2025 Meeting

***Motion made by Trustee Faris to approve the minutes of the regular board meeting held June 26, 2025, as amended. Seconded by Trustee Miner. Adjustment to item XII.C.1. to reflect “no further questions”. All trustees voted “Aye.” Motion carried.***

VII. Treasurer’s Report

Trustee Miner read the treasurer’s report for June 2025.

A. Review of Bills for June 2025

***Motion made by Trustee Stenoish to approve the bills for June 2025 as presented. Seconded by Trustee Meszaros. Question made regarding Mastercard charge for Melissa for an Illinois Library Association membership. This is an individual annual membership. Utica liability insurance payment for FY25–26 made. Roll call vote.***

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	AYE
Evenhouse	—
Stenoish	AYE

***Motion carried.***

- B. Maintenance Expense V. Budget—RJ Graham repaired leak in women’s west end restroom faucet and in basement. Just received May/June electric bill from new contract, which will be applied to FY24–25.
- C. Profit & Loss V. Last Year—Expenditures at 94% of budget for FY24–25.
- D. Balance Sheet as of June 30, 2025—
- E. End of Fiscal Year (Q4) Report—Large technology expense due to new computer purchase. Progress made on savings toward Special Reserve budget, as planned. Transfer of surplus from FY24–25 to Special Reserve budget planned as action item for August board meeting.

VIII. Committee Reports

- A. Finance Committee—Met July 22 to discuss results of FY24–25, draft levy ordinance, and Budget & Appropriation ordinance. Committee brainstormed ways to present information about how calculations for annual ordinances are made prior to the meeting where trustees will vote.
- B. Policy & Personnel Committee—Meeting August 14 to discuss policy list and plan of action. Recommended to review the Meeting Room Policy.
- C. Building & Grounds Committee—Met July 23 to discuss building updates and review capital priorities to solicit proposals for. Meeting next August 20.
- D. Strategic Plan Committee—Meeting August 27 to discuss April-July strategic plan progress.

IX. Correspondence

- A. Per Capita Grant Award Letter—Letter from Secretary of State regarding Per Capita Grant. Amount is approximately \$300 less than anticipated, likely due to rounding down \$0.01 per person in the district, whereas 2024 Per Capita Grant had rounded up to the nearest \$0.01 per person in the district.
- B. Bank Payment Communication—Payment discrepancy for new debt certificate was noticed by Business Manager Denise Wargowsky, as automated payments were much lower than budgeted. The Library reached out to Wintrust Bank and received the response that Wintrust Bank did not include the correct amortization schedule when setting up autopayment, resulting in much lower interest calculations than in the debt certificate agreement. Due to this error, the Library's interest payments totaled \$22,843.40 lower than they should have been at this point in the repayment plan, had the amortization schedule been applied correctly. All previous payments have been refunded and will be reapplied correctly, according to the amortization schedule. Director Kowalcze submitted a letter to the bank regarding the issue and the Library's concerns were shared with the lending team.

X. Old Business

- A. Required and Recommended Renovation Work Project
  - 1. Future Renovations—
- B. Renovation Committee—
  - 1.

XI. New Business

- A. StudioGC Proposal—Reading Room Project—
  - 1. Reading Room project was put on hold due to the Illinois State Library grant being denied in 2024, as the Library had received the grant within the past three years. Within StudioGC proposal for the reading room project, the compensation line item was much higher than the design fee for the project. StudioGC explained that the proposal received from the engineer was higher than expected, resulting in the higher cost. Due to the grant stipulation of construction starting within 140 days of being awarded, StudioGC assumed that there was not adequate time to solicit further engineering bids to select the best one.

Director Kowalcze contacted the grant office, which clarified that “construction” constitutes progress such as soliciting bids and proposals and making progress on securing a contractor. As long as those processes are underway within the 140-day deadline, the Library is meeting the terms of the grant. Director Kowalcze asked StudioiGC to seek further engineering proposals, which were promised by StudioGC by the August board meeting.

***Motion made by Trustee Faris to table the StudioGC reading room project proposal. Seconded by Trustee Otway. Roll call vote. All trustees voted “Aye.” Motion carried.***

B. Secretary’s Audit

1. Director Kowalcze requested two volunteers who are not the board’s secretary to audit items such as oaths of office and other items completed by the secretary from the past year. Trustees Faris and Stenoish volunteered. Work is to be completed by the August board meeting.

C. Naloxone Distribution Box

1. The Library is considering becoming a host site of a distribution box for Naloxone, a medication which is used to reverse an opioid overdose. Other libraries in Will County and DuPage County have these boxes. The Library is not the distributor and therefore does not need to oversee the usage or dispensing of the medication. The Library’s only responsibility is to call the Will County Health Department to refill the box once it is empty. Trustees discussed the best place for the box to be located. For purposes of easy access and privacy, the vestibule entrance is the preferred choice. If there are storage temperature concerns with the medication in the vestibule, the second location choice is between the East End restrooms.
- Motion made by Trustee Meszaros to approve the Naloxone distribution box. Seconded by Trustee Miner. All trustees voted “Aye.” Motion carried.***

D. School District 161 Educator Cards Intergovernmental Agreement Amendment

***Motion made by Trustee Faris to approve the School District 161 Educator Cards Intergovernmental Agreement Amendment. Seconded by Trustee Meszaros. Language in the agreement has been updated to note a restriction on access to digital materials available through pay-per-circulation materials. The Summit Hill District 161 administration is in agreement with the change in terms. All trustees voted “Aye.” Motion carried.***

E. Standards for IL Public Libraries Review: Ch. 4–6

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 the technological infrastructure of the building not being fully prepared for future technology. The Library’s current fiber internet is category 5, while the latest technology can use category 8. Use of top and bottom shelves in adult section can hinder access to materials for some patrons, but staff will access materials for patrons unable to. Some adult shelving is used in children’s section for holiday items and special displays.*
- b) *Ch. 5—Building Infrastructure and Maintenance—Staff has determined that all standards are being met.*
- c) *Ch. 6—Safety—Staff noted that the Library has safety checklists, but not a daily safety checklist.*

XII. Executive Session

None.

XIII. New Business (Continued)

A. Executive Session Meeting Minutes Approval

***Motion made by Trustee Faris to approve the minutes of the executive session on 6/17/2025. Seconded by Trustee Miner. All trustees voted “Aye.” Motion carried.***

B. Executive Session Meeting Minutes

***Motion made by Trustee Otway to approve the opening of certain executive session minutes to the public from 2/27/2020, 6/17/2025, and 4/24/2025, while keeping still-privileged minutes closed. Seconded by Trustee Miner. All trustees voted “Aye.” Motion carried.***

C. Executive Session Recordings

***Motion made by Trustee Miner to approve the destruction of certain executive session meeting recordings older than 18 months, including 2/27/2020 & 6/22/2023. Seconded by Trustee Stenoish. All trustees voted “Aye.” Motion carried.***

XIV. Librarian’s Report

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

A. Building—

1. West End HVAC condenser was off, possibly due to power surge. Amber Mechanical addressed this and also discovered bearings need replacement.
2. John's Sprinklers repaired a sprinkler head that was not turning off.
3. Squeegee Clean cleaned windows.

B. Community—

1. Fall Fest parade is August 31. Director Kowalcze asked trustees interested in attending to let her know.

C. Youth Services—

1. Feedback from patrons regarding Beanstack system not being intuitive for the Summer Reading program. Will be revised for future years.

XV. Public Comment

Jeffrey Slovak mentioned the July book sale from the Friends brought in over \$2,700. He also commented that Wintrust Bank might want to consider a tax-deductible donation toward the Library's outreach van fundraiser.

XVI. Trustee Comment

Trustee Miner commented on Director Kowalcze's handling of the issue with Wintrust Bank. Trustee Meszaros complimented the Friends of the Library's new marketing as well as the Youth Services display for the Summer Reading program. Trustee Stenoish remarked on how quickly the van fundraiser has taken off with the community. Trustee Faris thanked Denise Wargowsky for calling attention to Wintrust Bank's error and Director Kowalcze for her handling of the issue. Trustee Faris thanked Trustee Miner for her work on the FY24–25 financial reports. Trustee Otway thanked Director Kowalcze for the information and overview she provided the Finance Committee. President Look thanked everyone for their patience as the new board members learn the Board's and Library's history. She felt that the meeting was very effective.

XVII. Adjournment

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

***President Look adjourned the meeting at 8:50 p.m.***

Respectfully Submitted:

Jeffrey Otway  
Secretary

Recorded By:

Jessica Stacy  
Recorder