

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
July 23, 2026
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:05 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Secretary Pro Tem

Motion made by Trustee Look to appoint Trustee Stenoish as Secretary Pro Tem. Trustee Miner seconded. All trustees voted "Aye". Motion carried.

IV. Roll Call

Trustee Stenoish called the roll call.

Present: Trustee Look, Trustee Meszaros, Trustee Miner, Trustee Stenoish

Absent: Trustee Evenhouse, Trustee Otway, & Trustee Faris

Also Present: Amanda Kowalcze

Citizens Advisory Committee: Mary Lynne Paris

V. Introduction of Visitors

Jeff Slovak, Friends of the Library Liaison. Melissa Rice, Assistant Director and Recording Secretary.

VI. Public Comment—Agenda Items Only

Mary Lynne Paris: Thanked the Board for all of their hard work.

VII. Approval of Minutes from the June 25, 2026 Meeting

Motion made by Trustee Stenoish to approve the minutes of the regular board meeting held June 25, 2026. Seconded by Trustee Miner. All trustees voted "Aye." No abstentions. Motion carried.

VIII. Treasurer's Report

Trustee Miner read the treasurer's report for June 2026.

A. Review of Bills for June 2026

Motion made by Trustee Meszaros to approve the bills for June 2026 as presented. Seconded by Trustee Stenoish. Roll call vote.

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

No abstentions. Motion carried.

- B. Maintenance Expense V. Budget—Total maintenance expenses for June were \$32,114.89. Trustee Look has requested an itemized contract from Nellis Landscaping.
- C. Risk Management Expenses
- D. Expense v. Budget / Profit & Loss V. Last Year—Income is currently 3.38% over budget. Cook County tax payments have arrived; however, the payments are not assigned to a specific fiscal year. Expenses are 7.91% under budget.
- E. Balance Sheet as of June 30, 2026—Moving into 26/27 we will have more than 6 months reserve.
- F. End of Fiscal Year (4th Quarter) Report. Under budget. Some outstanding charges may come in to roll back into FY25/26.

IX. Committee Reports

- A. Finance Committee—Will meet August 11, 2026 to review Draft B&A and budget levy ordinance.
- B. Policy & Personnel Committee—Will meet in August 2026 to review AI policy and a few more.
- C. Building & Grounds Committee—Will meet in August 5, 2026 to review preventative maintenance and snow removal contract.
- D. Strategic Plan Committee—met July 7, 2026. Reviewed the final draft. Will meet in October or November to discuss staff feedback.

X. Correspondence

- A. None.

XI. Old Business

A. Board Transition—

1. No discussion.

B. Renovation Committee Proposal—

1. Included in Strategic Plan. See “Required and Recommended Renovation Work Project”. 3-5 meetings over the next year to start in September or October 2026.

C. Concrete Pad Proposal—Motion made by Trustee Stenoish, seconded by Trustee Miner to approve the proposal by C & J for \$8750.
Proposals from 2 companies.

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

Motion carried.

D. Planter Proposal— Motion made by Trustee Meszaros , seconded by Trustee Miner to approve the proposal by Doty & Sons Concrete Products, Inc. for \$4402.

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

Motion approved.

E. Reading Room Project Update—

1. Status report from Dan E. and includes issue log
2. 2 change orders so far to include painting the entire wall of reading room and replace framing.
3. There is a disagreement between KWCC and StudioGC regarding the specifications listed in the contract regarding the Tyvek installation. Notice of noncompliance has been sent to KWCC.
4. Water is still coming into the building. Discussion about uncovering possible weak points to determine where the water is coming from.

XII. New Business

A. 2026-2030 Strategic Plan (Action)— ***Motion made by Trustee Meszaros seconded by Trustee Stenoish to approve the 2026-2030 Strategic Plan. No abstentions. Motion carried***

1. Updated the visual icons to better represent pillars.

B. Food for Fines (Action: Roll Call)— ***Motion made by Trustee Miner seconded by Trustee Stenoish to approve Food for Fines event to run from Feb 1 to Feb 28, 2027.***

1.

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

Motion carried.

C. Secretary's Audit—

1. Two Trustees are required to review minutes, ordinances, and other documents. Trustees Meszaros and Miner volunteered.

D. Director's Review: August—

1. Review will be completed at 6pm on August 27, 2026.

E. Illinois Public Library Standards Review: Marketing and Promotion & Programming—

1. M&P: Currently meeting the majority of all core, intermediate, and advanced standards. However, we will develop a marketing plan and brand style guide.
2. Programming: Currently meeting all standards. However, we will review programming policy to include protocol for responding to challenges.

XIII. New Business (Continued)

F. Executive Session Meeting Minutes (Action)— ***Motion made by Trustee Stenoish and seconded by Trustee Miner to open Executive Session Minutes dated 9/9/1993, 12/11/1997, 2/22/1998, 4/21/1999, 10/28/1999, and 1/27/2000 to the public. All trustees voted “Aye.” No abstentions. Motion carried.***

G. Executive Session Recordings (Action)— ***Motion made by Trustee Stenoish and seconded by Trustee Miner to approve the destruction of certain Executive Session meeting recordings older than 18 months. All trustees voted “Aye.” No abstentions. Motion carried.***

XIV. Librarian’s Report

The Board members received the June 2026 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

Fall Fest parade is Sunday, September 6. Trustees are welcome to participate. ILA Annual Conference is October 6-8. Trustees are invited to attend.

XV. Public Comment

Jeff Slovak – Friends of the Library July 11 book sale brought in \$3400. 2nd Best Book sale ever!

XVI. Trustee Comment

Trustee Look: The Mindful Walk series has created a real community for many people who have created friendships with this program and several others.

Trustee Stenoish. Compliments to the Summer Reading program. Several positive conversations with people when out in the community.

Trustee Meszaros. Thank you to Amanda for the attention to detail with managing the Reading Room project.

XVII. Executive Session

None required.

XVIII. Adjournment

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

President Look adjourned the meeting at 9:07 p.m.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded By:

Melissa Rice
Assistant Director