

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
July 28, 2022  
7:00 PM

- I. Call to Order  
President Look called the meeting to order at 7:08 p.m.
  
- II. Pledge of Allegiance  
Attendees recited the Pledge of Allegiance.
  
- III. Roll Call  
Trustee Drisko called the roll call.  
  
Present: Trustee Look, Trustee Knutson, Trustee Schneider, & Trustee Drisko  
Absent: Trustee Skibinski, Trustee Wagner, & Trustee Karabis  
Also Present: Amanda Kowalcze & Melissa Rice  
Citizens Advisory Committee:
  
- IV. Introduction of Visitors  
Dan Eallonardo, Owner’s Representative for library’s HVAC project.
  
- V. Public Comment—Agenda Items Only  
None.
  
- VI. Approval of Minutes from the May 26, 2022 Meeting  
***Motion made by Trustee Knutson to approve the minutes of the regular board meeting held May 26, 2022. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.***
  
- VII. Treasurer’s Report  
Trustee Schneider read the treasurer’s report for May and June 2022.
  - A. Review of Bills for May and June 2022  
***Motion made by Trustee Schneider to approve the bills for May and June 2022 as presented. Seconded by Trustee Drisko. Question made regarding items for Outreach giveaways. Roll call vote.***  
  
Drisko                    AYE  
  
Knutson                    AYE

Karabis	—
Skibinski	—
Wagner	—
Schneider	AYE
Look	AYE

***Motion carried.***

- B. Maintenance Expense V. Budget—Utilities below average. Supplies costs were negative due to a credit for being double billed.
- C. Line of Credit Status—No changes to balance, only \$54,000 used during FY21–22.
- D. Profit & Loss V. Last Year—Revenue increase of 7.7% and expense increase of 1.2% over FY20–21. Adult Materials, Utilities, Professional Development, Programming, Liability Insurance, Payroll, & Health Insurance were below budget. Youth/Young Adult Books, Outreach, Automation, Legal, Professional Services, & Umbrella Insurance were above budget. Net income has surplus of \$143,000.
- E. Balance Sheet as of June 30, 2022—Will apply surplus income to Unrestricted Net Assets Fund, increasing balance to 3.2 months’ worth of emergency funding.

VIII. Committee Reports

- A. Finance Committee—Did not meet
- B. Policy & Personnel Committee— Did not meet
- C. Building & Grounds Committee— Did not meet
- D. Strategic Plan Committee—Survey closed July 4th with over 600 responses. JK Consulting has conducted one focus group meeting, with one focus group pending. Committee will meet soon to discuss survey results and conduct staff survey.

IX. Correspondence

None.

X. Old Business

- A. Building Assessment Study—Three proposals received: StudioGC, Inc.; Engberg Anderson, Inc.; & Williams Architects. Dan Eallonardo believes all are proficient, but that StudioGC’s funding assistance expertise is most beneficial to the library. The Board voiced preferences for the architects’ assessments and recommendations to align with the library’s upcoming strategic plan goals.

***Motion made by Trustee Drisko to award the Building Assessment Study contract to StudioGC, Inc. for \$14,500, to be funded by line of credit. Seconded by Trustee Schneider. Roll call vote.***

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

***Motion carried.***

XI. New Business

- A. Non-Resident Library Card

***Motion made by Trustee Knutson to participate in the State Library’s non-resident card program for FY22–23 using the General Mathematical Formula fee method and waiving fees for applicants under the age of 18. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.***

- B. Library Building Maintenance Tax Ordinance

***Motion made by Trustee Drisko to approve the Building Maintenance Tax Levy. Seconded by Trustee Schneider. Roll call vote.***

Drisko	AYE
Knutson	AYE
Karabis	—
Skibinski	—
Wagner	—

Schneider AYE

Look AYE

***Motion carried.***

C. Closed Session Meeting Minutes

***Motion made by Trustee Knutson to keep still-privileged Closed Session minutes closed. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.***

D. Closed Session Recordings

***Motion made by Trustee Schneider to approve the destruction of certain closed session meeting recordings older than 18 months, including the recording from 8/27/20 and 11/12/20, but excluding meeting from February 27, 2020 for a legal matter. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.***

E. Staff Inservice Day on October 14, 2022

***Motion made by Trustee Schneider to close the library to the public on Friday, October 14, 2022, for an all-staff training day. Seconded by Trustee Knutson. All trustees voted “Aye.” Motion carried.***

F. Sunday Service Hours—Based on community survey responses, Sunday service hours will return after Labor Day.

G. Library Director’s Job Description

***Motion made by Trustee Drisko to approve the Library Director job description as revised. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.***

H. Library Donation Wall

***Motion made by Trustee Schneider to spend up to \$4,000 on the purchase and installation of a donor acknowledgement wall in the library vestibule. Seconded by Trustee Look. Friends of the Library will donate \$2,500. Donation tiers to be established. Will review donation policy again to include donation wall details. Roll call vote.***

Drisko AYE

Knutson AYE

Karabis —

Skibinski —

Wagner —

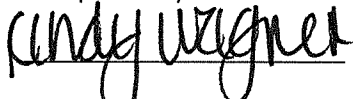
Schneider AYE

Look AYE

***Motion carried.***

- I. Motion to Table Agenda Items J–M  
***Motion made by Trustee Schneider to table agenda items J–M to the August Board Meeting due to impending lack of quorum. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.***
- J. Policy Review: Reference Services Policy—Tabled until August Board Meeting
- K. Policy Review: Race and Equality Policy—Tabled until August Board Meeting
- L. Policy Review: Credit Card Security Policy—Tabled until August Board Meeting
- M. Standards for IL Public Libraries Review: Ch. 1 & 2: Core Standards and Governance & Administration—Tabled until August Board Meeting
- N. Secretary’s Audit—Director Kowalcze asked for two Trustees to volunteer to perform the Secretary’s Audit on files from FY21-22. Trustee Drisko and Trustee Knutson volunteered.
- XII. Librarian’s Report  
The Board Members received the May and June 2022 monthly librarian’s reports from Director Kowalcze in writing for review by the Trustees.
- XIII. Public Comment  
None.
- XIV. Trustee Comment  
President Look thanked everyone for coming. She is looking forward to the building study completion.
- XV. Executive Session  
None required.
- XVI. Adjournment  
***Motion made by Trustee Drisko and seconded by Trustee Knutson to adjourn the meeting. All trustees voted “Aye.” Motion carried.***  
***President Look adjourned the meeting at 8:05 p.m.***

Respectfully Submitted:



Cindy Wagner  
Secretary

Recorded By:



Jessica Stacy  
Recorder