

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

June 27, 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 Tylk, Trustee Look, Trustee Albert, Trustee Labuda, and Trustee Skibinski

Absent: Trustee Stephens and Trustee Leyva

Also Present: Pierre Gregoire

IV. INTRODUCTION OF VISITORS

Click or tap here to enter text.

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

VI. APPROVAL OF MINUTES FROM THE MAY 23, 2019 MEETING

Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held May 23, 2019. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.

VII. TREASURER'S REPORT

Trustee Albert read the treasurer's report and balance sheet for May 2019.

REVIEW OF BILLS FOR MAY 2019

Motion made by Trustee Labuda to approve the bills for May 2019 as presented. Seconded by Trustee Albert. Questions made regarding charges for Bulldog Carpet Cleaning, annual fire department inspection, library survey by HR Source, outdoor sprinkler leaks, materials for programs, and printer lease from Martin Whalen. All trustees voted "Aye." Motion carried.

VIII. CORRESPONDENCE

None.

IX. TRUSTEE ORIENTATION

Motion made by Trustee Skibinski to table items 1–3 of the below until the July 25, 2019 meeting. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

1. Library Bill of Rights—
2. Freedom to Read/View—
3. ILCS 75, OMA, FOIA—
4. Calendar of Duties—Outline of dates for regular board meetings and committee meetings in 2019.
 - a. Review of Executive Sessions by July 15, 2019
5. Courtesy call on attendance—text/call Pierre by 4:00 p.m.
6. Check signing protocol—Establishing consistent review procedures for each check signed by trustees

X. UNFINISHED BUSINESS

Insurance Proposals

Motion made by Trustee Labuda to accept insurance proposal for FY 2019–2020 from Shanahan Insurance Group. Seconded by Trustee Skibinski. All trustees voted “Aye.” Motion carried.

XI. NEW BUSINESS

1. Committee Chairs—Description and schedule of meetings
 - a. Personnel—Julia Labuda
 1. Annual review of Library Director, triennial review of personnel handbook
 - b. Finance—Dan Albert
 1. Initial assessments for annual budget preparation; Budget & Appropriations Ordinance and Levy Ordinance
 - c. Building and Grounds—John Tylk
 1. Review of landscaping, parking lot, grounds, and building maintenance needs for capital planning
 - d. Policy—Erin Skibinski
 1. Biennial review of library policies; prepares new policies for board approval
 - e. Strategic Planning—Jan Look
 1. Quarterly assessments of strategic planning goals; initiates new process every 3–5 years
 - f. Bond/Referendum—Renee Leyva
2. Strategic Plan Quarterly Process
 - a. Pierre to seek monthly feedback from department heads
3. Referendum/Bond—Trustee Leyva
 - a. Tabled until July 25, 2019 meeting
4. Designees to review closed session minutes for opening to public

XII. LIBRARIAN’S REPORT

The Board members received the May 2019 monthly librarian’s report from Director Gregoire for review by the trustees, including information on the following:

1. Volunteers for Fall Fest Parade—No OMA issue
2. Village officials summer book recommendations on Facebook—possible posters of each featured with their favorite book

XIII. PUBLIC COMMENT

None.

XIV. TRUSTEE COMMENT

President Look recommends advertising what everyone’s reading to increase community connection. All trustees shared which books are on their summer reading list.

XV. EXECUTIVE SESSION

None required.

XVI. ADJOURNMENT

Motion made by Trustee Labuda and seconded by Trustee Albert to adjourn the meeting. All trustees voted “Aye.” Motion Carried.

President Look adjourned the meeting at 8:05 pm.

Respectfully Submitted:

Recorded By:

Julia Labuda
Secretary

Jessica Stacy
Recorder