

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

June 24, 2021

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 Skibinski called the roll call.

Present: Trustee Drisko, Trustee Knutson, Trustee Karabis, Trustee Skibinski, Trustee Schneider, & Trustee Look

Absent: Trustee Wagner

Also Present: Melissa Rice, Denise Wargowsky, & Amanda Kowalcze

Citizens Advisory Committee: Emily Meszaros

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the May 27, 2021 Board Meeting

Motion made by Trustee Schneider to approve the minutes of the regular board meeting held May 27, 2021. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for May 2021.

A. Balance Sheet as of May 31, 2021

B. Review of Bills for May 2021

Motion made by Trustee Drisko to approve the bills for May 2021 as presented. Seconded by Trustee Knutson. Questions made regarding summer reading program prizes. Last payment to John Keister & Associates dispersed. All trustees voted "Aye." Motion carried.

- C. Line of Credit Status—Awaiting permits for north and east side drain work to prevent future flooding in reading room. Siding project due to leaking gutters to be added as line of credit item.
- D. Profit & Loss V. Last Year—Automation Budget at 116% of budget after May. New computers and monitors to be added to Automation Budget.
- E. Maintenance Expense V. Budget—Building Utilities below budget, due to LED lighting changes. Building Maintenance budget at \$77k, after deducting CARES Act I & II expenses and items covered by line of credit.

VIII. Correspondence

Annexation letter from Village of Matteson to annex half an acre of land east of intersection of Harlem Ave. and Route 30.

IX. Unfinished Business

A. Existing Siding Replacement Project

- 1. Estimated timeline of work provided by Robert Juris & Associates Architects, Ltd. Bids for project are due August 6, 2021, with special board meeting the week of August 9, 2021 to select contractor.

X. New Business

A. Non-Resident Library Card Resolution

Motion made by Trustee Skibinski to approve the Non-Resident Library Card Resolution. Seconded by Trustee Drisko.

Roll call vote

<i>Drisko</i>	<i>AYE</i>
<i>Knutson</i>	<i>AYE</i>
<i>Karabis</i>	<i>AYE</i>
<i>Skibinski</i>	<i>AYE</i>
<i>Wagner</i>	<i>—</i>
<i>Schneider</i>	<i>AYE</i>
<i>Look</i>	<i>AYE</i>

Motion carried.

B. Review COVID Mask Guidelines

1. Updated guidelines for staff and patrons regarding mask wearing. Vaccinated patrons and staff are not required to wear masks, while unvaccinated patrons and staff must wear masks indoors and in outdoor settings when social distancing is not possible. All patrons and staff must wear masks when working with youths between ages of two and eleven, when social distancing is not possible, regardless of their vaccination status.

C. Review Temporary Meeting Room Availability

1. July and August reservations available, with a maximum of 40 chairs and four tables, with no food or refreshments permitted. All reservations must be made through Denise, rather than online booking system. 30-minute breakdown time between reservations for sanitation purposes.

D. Review Sunday Service Hours

1. The board reviewed strategies to resume Sunday hours during the school year, starting in September. Considerations are staffing, building costs, and additional cleaning costs of approximately an extra \$4,000 per year. Trustees asked for ideas to be investigated by Director and staff, for the purpose of seeing if current data supports transitioning back to our pre-COVID service calendar.
2. Ideas proposed by the board:
 - Two Sundays per month
 - Closing four hours early on another day to ease staffing and hours
 - Changing library closing time to 8 p.m. each weeknight to account for staffing costs

E. Board Orientation

1. New trustees provided with trustee handbook for reference. Orientation meeting prior to August board meeting. Discussed procedures for trustee absences, review of minutes and financials for next meeting.

XI. Librarian's Report

The Board members received the May 2021 monthly librarian's report from Interim Director Rice and Director Kowalcze for review by the trustees, including information on the following:

A. Statistics-circulation and traffic greatly increased over previous year, due to FY19-20 COVID closure. Programs now partially meeting in person.

B. Submit Requests of Info to Director Kowalcze

1. Director Kowalcze asked board members to consider any reports, updates, or info they would like presented in future librarian reports. Trustee Skibinski requested occasional status reports from all departments.

C. Fall Fest Parade

1. Interim Director Rice asked any board members interested in participating to let her know by June 28th.

XII. Public Comment

Emily Meszaros introduced herself to Director Kowalcze and welcomed her to the library.

XIII. Trustee Comment

Trustee Skibinski welcomed Director Kowalcze and is looking forward to orientation with the new board members. Trustees Schneider and Kara bis welcomed Director Kowalcze. Trustee Drisko welcomed Director Kowalcze and informed the board of his absence for the July meeting. Trustee Knutson welcomed Director Kowalcze and noted misspelling of her name on the library website. President Look thanked everyone for a productive meeting and is looking forward to working together with the new board. She wished everyone a good weekend.

XIV. Executive Session

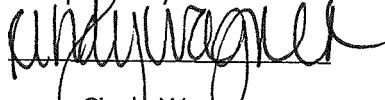
None required.

XV. Adjournment

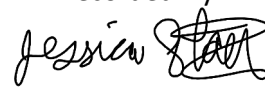
Motion made by Trustee Schneider and seconded by Trustee Skibinski to adjourn the meeting. All trustees voted "Aye." Motion Carried.

President look adjourned the meeting at 9:09 p.m.

Respectfully Submitted:


Cindy Wagner
Secretary

Recorded By:


Jessica Stacy
Recorder