

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

June 22, 2023

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:04 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

Present: Trustee Look, Trustee Drisko, Trustee Veach, Trustee Wagner, Trustee Knutson,  
& Trustee Schneider

Absent: Trustee Karabis

Also Present: Amanda Kowalcze and Denise Wargowsky

Citizens Advisory Committee: Lauren McDonald & Julie Terlep

IV. Introduction of Visitors

Maureen Fisher

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the May 2023 Regular Meeting and Decennial  
Committee Meeting

***Motion made by Trustee Knutson to approve the minutes of the regular board meeting held May 25, 2023. Seconded by Trustee Veach. Election of Officers item corrected to reflect that Trustee Wagner nominated Trustee Look as President for new board term. All trustees voted "Aye." Motion carried.***

***Motion made by Trustee Wagner to approve the minutes of the Decennial Committee meeting held May 25, 2023. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.***

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for May 2023.

A. Review of Bills for May 2023

**Motion made by Trustee Wagner to approve the bills for May 2023 as presented.  
Seconded by Trustee Drisko. Roll call vote.**

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

**Motion carried.**

- B. Maintenance Expense V. Budget—Expenses below average due to HVAC bill timing.
- C. Capital Projects Fund Status—No changes, \$278K balance.
- D. Profit & Loss V. Last Year—\$136K over budget in revenue, due to developer fees and donations.
- E. Balance Sheet as of May 31, 2023

VIII. Committee Reports

- A. Finance Committee—Did not meet, but meeting suggested to review finances after Meristem Advisors presentation. Director Kowalcze to coordinate.
- B. Policy & Personnel Committee—Did not meet.
- C. Building & Grounds Committee—Met June 14 to discuss proposal bids. Committee consulted Dan Eallonardo, owner’s representative, to determine priorities. Four bids are on this agenda for board approval. Meeting rooms to be painted in August. Due to scope of project, building sealant project will be split between this year and next. Tuckpointing project postponed due to large bids and may be split into smaller projects. Board prioritizing safety concerns and projects with best return on investment. Board discussed making informed decisions to ensure funds for capital projects are spent discerningly, in case of possible larger projects on the building.
- D. Strategic Plan Committee—Did not meet.

IX. Correspondence

None.

X. Old Business

A. Building Sealant Project

***Motion made by Trustee Drisko to accept the base bid from IWS for sealant replacement and related work on the 1977 and 1998 exteriors in the amount of \$23,800, to be paid out of the Capital Projects Fund. Seconded by Trustee Schneider. All exterior work, to be completed closer to fall. Roll call vote.***

Drisko            AYE

Knutson          AYE

Karabis          —

Veach            AYE

Wagner          AYE

Schneider        AYE

Look             AYE

***Motion carried.***

B. Courtyard Fence Replacement

***Motion made by Trustee Veach to accept the proposal from K Brothers Fence for the construction of a new courtyard fence in the amount of \$7,049, to be paid out of the Capital Projects Fund. Seconded by Trustee Schneider. Roll call vote.***

Drisko            AYE

Knutson          AYE

Karabis          —

Veach            AYE

Wagner          AYE

Schneider        AYE

Look             AYE

***Motion carried.***

C. Library Parking Lot Sealcoating

***Motion made by Trustee Drisko to accept the proposal from Newline Paving Services for patching, sealcoating, and striping the parking lot in the amount of \$16,661, to be paid out of the Capital Projects Fund. Due to additional \$4,300 charge for Sunday work, Director Kowalcze recommends closing library on a weekday to avoid extra charge. Seconded by Trustee Wagner. Roll call vote.***

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

***Motion carried.***

D. Parking Lot Project One-Day Library Closure

***Motion made by Trustee Wagner to approve the closing of the library on Monday, August 7, 2023 to complete the parking lot project, with rain date to be selected, if needed. Seconded by Trustee Veach. Sealing will be completed on the 7th, with striping being completed before library opens on the 8th. All trustees voted “Aye.” Motion carried.***

E. FY23–24 Capital Priorities

***Motion made by Trustee Schneider to approve the Capital Priorities for FY23–24. Seconded by Trustee Knutson. Items are categorized by priority. Postponed items are categorized under Short-Term Future Capital Priorities. Roll call vote.***

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

***Motion carried.***

F. Meeting Room Policy

***Motion made by Trustee Wagner to approve the Meeting Room Policy, as amended, to be enforced starting September 1, 2023. Seconded by Trustee Drisko. Amendments, as proposed by staff, include examples of allowed and prohibited meeting room use, more straightforward district residency requirements, guidelines for food and beverage consumption, and damage and cleanup policy. All trustees voted “Aye.” Motion carried.***

XI. New Business

A. Additional Trustee Check Signer

***Motion made by Trustee Schneider to approve adding another trustee check signer, Trustee Veach, to the Library’s checking accounts. Seconded by Trustee Knutson. Roll call vote.***

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

***Motion carried.***

B. Non-Resident Library Card

***Motion made by Trustee Veach to approve the participation of the Library in the State Library’s non-resident card program for FY23-24 using the General Mathematical Formula fee method and waiving fees for applicants under the age of 18. Seconded by Trustee Wagner. Fee is calculated at \$274. All trustees voted “Aye.” Motion carried.***

C. IMRF One-Time Payment

***Motion made by Trustee Drisko to approve a one-time payment to IMRF in the amount of \$8,400 to pay off the remaining balance on the Library’s Early Retirement Incentive Reserve Account. Seconded by Trustee Knutson. Interest accrued on January 1, 2022 needs to be paid off before next interest accrual in 2024. Will lower IMRF payments in the future. Roll call vote.***

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

***Motion carried.***

D. Citizens Advisory Committee

1. Two applicants—Mary Lynne Paris and Tracey Bohl. Mary Lynne Paris is current president of the Friends of the Frankfort Library. Trustees feel that it's important to have a member of the Friends on the Citizens Advisory Committee. Board discussed Mary Lynne Paris serving as a potential representative of the Friends. Both applications are approved.

***Motion made by Trustee Wagner to appoint both Mary Lynne Paris and Tracey Bohl as members of the Citizens Advisory Committee. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.***

***Motion made by Trustee Drisko to offer the Friends of the Library to designate a representative of the Friends to join the Citizens Advisory Committee. Seconded by Trustee Veach. All trustees voted "Aye." Motion carried.***

E. New Illinois Public Act 103-0100

1. Anti-book ban bill by Governor ties Illinois Grant Funds to certain rules the library must have in place regarding decisions about materials. Language will be issued that should inform amendments to the Library's materials selection policy.

XII. Librarian's Report

The Board members received the May 2023 monthly librarian's report from Director Kowalczek for review by the trustees, including information on the following:

A. Building & Grounds

1. Leasing entryway floor mats

B. IT

1. Signed contract with CyberOptik for fully ADA-accessible website, to be paid with grant funding.

C. Community

1. 60423 Fest—interacted with 1450+ community members.

D. Friends

1. Book sale made \$2,400

XIII. Public Comment

None.

XIV. Executive Session—Library Director’s Annual Review

***Motion made by Trustee Wagner and seconded by Trustee Schneider to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body as permitted by the Open Meetings Act, 5 ILCS 120/2(c)(5) at 8:35 p.m. All trustees voted “Aye.” Motion carried.***

XV. Actions related to Executive Session Discussion

***Motion made by Trustee Drisko to approve a salary increase for the director in FY23–24 and accept the annual director review, as discussed in executive session. Seconded by Trustee Wagner. Roll call vote.***

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

***Motion carried.***

XVI. Trustee Comment

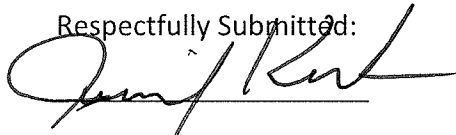
Trustee Knutson suggested “I love my library” signs. Trustee Drisko thanked Director Kowalczke for her work as the director. Trustee Veach mentioned an article she read on de-escalation training in the ILA Reporter. She also mentioned a webinar on AI in libraries. Trustee Schneider commented on the amount of visitors who have returned to the library. Trustee Wagner welcomed Trustee Veach to her first official meeting and expressed how she looks forward to working with Director Kowalczke for many years. Trustee Look commended Director Kowalczke on her thorough self-assessment and appreciates the ease of working with her.

XVII. Adjournment

***Motion made by Trustee Wagner and seconded by Trustee Drisko to adjourn the meeting. All trustees voted “Aye.” Motion carried.***

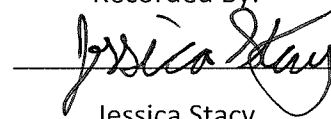
***President Look adjourned the meeting at 9:32 p.m.***

Respectfully Submitted:



Jennifer Knutson  
Secretary

Recorded By:



Jessica Stacy  
Recorder