

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
June 26, 2025  
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:01 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Otway called the roll call.

Present: Trustee Look, Trustee Miner, Trustee Otway, Trustee Evenhouse, & Trustee Faris

Absent: Trustee Meszaros

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

Citizens Advisory Committee: Mary Lynne Paris

IV. Introduction of Visitors

Brooks Stenoish; Jeff Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the May 22, 2025 Meeting

***Motion made by Trustee Evenhouse to approve the minutes of the regular board meeting held May 22, 2025. Seconded by Trustee Miner. Director Kowalcze noted that in item II, the names noted should be preceded by the Trustee title. All trustees voted "Aye." Motion carried.***

VII. Approval of Minutes from the June 17, 2025 Meeting

***Motion made by Trustee Faris to approve the minutes of the special board meeting held June 17, 2025. Seconded by Trustee Otway. All trustees voted "Aye." Motion carried.***

VIII. Administration of Oath of Office—Brooks Stenoish

Brooks Stenoish took her oath of office, administered by Trustee Otway.

IX. Treasurer's Report

Trustee Miner read the treasurer's report for May 2025.

A. Review of Bills for May 2025

***Motion made by Trustee Stenoish to approve the bills for May 2025 as presented. Seconded by Trustee Evenhouse. Book binding machine purchased. Roll call vote.***

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

***Motion carried.***

- B. Maintenance Expense V. Budget—East end bathroom maintenance performed. OpenWorks ACH payment refunded, due to incorrect account number provided by vendor.
- C. Capital Funds Project Status—Fund depleted after HVAC purchase.
- D. Profit & Loss V. Last Year—Annual revenue above budget at 102.98%. Annual expenditures at 87.16%, despite being nearly at the end of the fiscal year.
- E. Balance Sheet as of May 30, 2025—Funds have enough to cover 4-6 months of operating expenses, in an emergency.

X. Committee Reports

- A. Finance Committee— Did not meet.
- B. Policy & Personnel Committee— Did not meet.
- C. Building & Grounds Committee— Did not meet. Trustee Stenoish elected to join.
  - 1. Quarterly Maintenance Calendar Review—Annual fire alarm inspection moving to January, due to replacement of system in January. Automatic door inspection showed that heat was causing doors to swell, resulting in squeaking. Several broken outdoor lights replaced by Excel Electric.
- D. Strategic Plan Committee—Did not meet. Trustee Stenoish elected to join.

XI. Correspondence

The Library received an automated message from state reminding the board to fill the trustee vacancy. State Library notified the Library that they have qualified for the matching grant for the Reading Room project, up to \$83K. Grant funding should arrive within a few months, while the rest of the funding will be from the Special Reserve Fund.

XII. Old Business

A. Required and Recommended Renovation Work Project

1. Future Renovations—

B. Renovation Committee—

1. President Look discussed the purpose of this potential committee with new board members. She mentioned that a committee could form within a few months, now that the new board is established for continuity of work.

C. Board Orientation Follow-Up—

1. There were no further questions.

XIII. New Business

A. Non-Resident Library Card

***Motion made by Trustee Evenhouse to participate in the State Library's non-resident card program for FY25–26 using the General Mathematical Formula fee method and continuing to waive fees for applicants under the age of 18. Seconded by Trustee Miner. All trustees voted "Aye." Motion carried.***

B. Staff Day Closure on October 17

***Motion made by Trustee Miner to approve closing the Library to the public on Friday, October 17, 2025 for a Staff In-Service Training Day. Seconded by Trustee Faris. All trustees voted "Aye." Motion carried.***

C. Summit Hill School District 161 Intergovernmental Agreement for Educator Cards Amendment

1. Proposed to create an amendment that educator cards can access digital materials, except for Hoopla, as Hoopla has a daily financial spend cap and is a very in-demand platform. This restriction is intended to reduce potential strain on the platform and ensure patrons have more access to check out digital materials. The Library has disproportionately high usage of digital materials compared to many other libraries in the area.

D. Check Signing Procedures Review

1. Business Manager Denise Wargowsky reviewed with new board members the procedure for approving and signing checks.

E. Standards for IL Public Libraries Review Ch. 1–3

1. To apply for annual per capita grant, library and board must review core standards and identify areas for improvement.
  - a) *Ch. 1—Core Standards—All standards are met.*
  - b) *Ch. 2—Government and Administration—All standards are met.*
  - c) *Ch. 3—Personnel—All standards are met.*

XIV. Librarian's Report

The Board members received the May 2025 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. Met with insurance broker to add earthquake and flood insurance. Increase was 5.5%, as budgeted. Also, swapped from a treasurer's bond to governmental crime coverage.
2. Feedback box mentioned by strategic planning committee has been getting comments from patrons.

B. Friends of the Library

1. First book sale of the season on June 14 brought in \$3,300, higher than usual.
2. July 27th candle making event is very popular and requires tickets.

C. Community

1. June Community Showcase allowed interactions with over 600 community members.
2. Outreach vehicle fundraiser has reached 60% of goal.

XV. Public Comment

None.

XVI. Trustee Comment

Trustee Faris welcomed Trustee Stenoish to the board. She thanked the staff and board members, and she mentioned Trustee Miner's excellent financial report. Trustee Stenoish thanked everyone for welcoming her to the board and mentioned the summer reading program. Trustee Otway welcomed Trustee Stenoish to the board. President Look congratulated everyone on the board for their efforts in the first board meeting together and mentioned the Friends' book sale.

XVII. Executive Session

None required.

XVIII. Adjournment

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

***President Look adjourned the meeting at 8:32 p.m.***

Respectfully Submitted:

Jeffrey Otway  
Secretary

Recorded By:

Jessica Stacy  
Recorder