FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
June 25, 2026
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:07 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 Stenoish, Trustee Otway, & Trustee Evenhouse
Absent: Trustee Faris & Trustee Meszaros
Also Present: Amanda Kowalcze & Denise Wargowsky
Citizens Advisory Committee: NA

IV. Introduction of Visitors

Jeff Slovak Friends of the Library Liason

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the May 28, 2026 Meeting

Motion made by Trustee Trustee Stenoish to approve the minutes of the regular board meeting held May 28, 2026 as amended. Seconded by Trustee Miner. Adjustment made to line item XIII. A. 1. To remove everything after "and the Director's review." Motion should read: " Motion made by Trustee Faris to table the election of officers until August 2026." All trustees voted "Aye." No abstentions. Motion carried.

VII. Treasurer's Report

Trustee Miner read the treasurer's report for May 2026.

A. Review of Bills for May 2026

Motion made by Trustee Otway to approve the bills for May 2026 as presented. Seconded by Trustee Evenhouse. Roll call vote.

Look	AYE

Miner	AYE
Meszaros	ABSENT
Otway	AYE
Faris	ABSENT
Evenhouse	AYE
Stenoish	AYE

No abstentions. Motion carried.

B. Maintenance Expense V. Budget— Total maintenance expenses for May were $14,303.45; notable expenses included the down payment for the replacement of the emergency exit door in the youth program room.

C. Profit & Loss V. Last Year— income is currently 1.73% over budgeted total. The Library is currently 9.79% under budget for expenses with one month remaining in the fiscal year; some larger expenses have yet to be billed.

D. Balance Sheet as of May 31, 2026— FY26/27 Will County revenues have begun coming in

VIII. Committee Reports

A. Finance Committee— did not meet; next meeting August 11, 2026

B. Policy & Personnel Committee— Met June 12, 2926; continuing to review all policies & close to finishing Policy Manual review; have two policies on the agenda this evening; next meeting July 6, 2026

C. Building & Grounds Committee— met May 13, 2026; discussed planter proposal, Reading Room Construction updates, & reviewed maintenance checklists for March, April, & May and did not have any concerns; next meeting August 5, 2026

D. Strategic Plan Committee— met June 24, 2026; Strategic plan draft is completed and ready to review; next meeting July 7, 2026

IX. Correspondence

None.

X. Old Business

A. Board Transition—

1. No discussion

B. Renovation Committee—

1. Based on community surveys for the Strategic Plan, it might be beneficial to create an ad-hoc Renovation Committee; discussed how this committee could be utilized and when it could be created. The Board agreed that further discussion will continue.

C. Concrete Pad Proposal (Action: Roll Call Vote)– ***Motion made by Trustee Evenhouse seconded by Trustee Otway to table both agenda items 10 C. and 10 D. to the July 2026 meeting.***

1. Received 4 proposals for concrete pad and sidewalk; discussion ensued; Director Kowalcze will reach out to companies for additional information ***All trustees voted "Aye." No abstentions. Motion carried.***

D. Planter Proposal (Action: Roll Call Vote)— tabled until the July 2026 meeting.

XI. New Business

A. Non-Resident Library Card— ***Motion made by Trustee Stenoish to participate in the State Library's non-resident card program for the FY26-27 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." No abstentions. Motion carried.***

B. Gift Ban Policy — ***Motion made by Trustee Evenhouse to approve the Gift Ban Policy as revised. Seconded by Trustee Miner. All trustees voted "Aye." No abstentions. Motion carried.***

C. Artificial Intelligence (AI) Policy – first draft read of new policy, discussed addition of Trustees to policy, discussed monitoring & reviewing this policy quarterly or biannually as AI rapidly changes and develops; discussed getting feedback from staff after policy is implemented

D. Director's Review: August— evaluation responses need to be sent to Trustees Look, Evenhouse, & Stenoish by July 31 to be compiled for August meeting

E. Illinois Public Library Standards Review: Human Resources and Information Services— HR - Library is currently meeting all core and intermediate standards; Information Services – Library is currently meeting almost all core and intermediate standards

XII. Director's Report

The Board members received the May 2026 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following: Per Capita Grant has been increased by 15%; well for garden sprinklers is not currently holding pressure – call in for service; Illinois State Treasurer hosts a picnic every August in Springfield for local elected officials to attend.

XIII. Public Comment

Jeff Slovak – Friends of the Library June book sale brought in $4,000; book sales will continue every second Saturday through October.

XIV. Trustee Comment

Evenhouse – thanks to the staff for planning and putting together Summer Reading. Excited to hear our Library will have a staff member on the Bluestem committee

Miner – heard a lot of positive feedback about our 60th Birthday party

Look – Thank you to the staff for their hard work

Stenoish – The planters and landscaping are looking beautiful

XV. Executive Session

None required.

XVI. Adjournment

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

President Look adjourned the meeting at 9:07 p.m.

Respectfully Submitted:	Recorded By:
Jeffrey Otway	Denise Wargowsky
Secretary	*Business Manager*