

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
March 24, 2022
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 Wagner called the roll call.

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

Absent: Trustee Drisko

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee:

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the February 24, 2022 Meeting

Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held February 24, 2022. Seconded by Trustee Knutson. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for February 2022.

A. Review of Bills for February 2022

Motion made by Trustee Look to approve the bills for February 2022 as presented. Seconded by Trustee Skibinski.

Roll call vote.

Drisko —

Knutson	AYE
Karabis	AYE
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—Heating costs significantly high
- C. Line of Credit Status—No changes
- D. Profit & Loss V. Last Year
- E. Balance Sheet as of February 28, 2022

VIII. Committee Reports

- A. Finance Committee—Meeting in April to discuss 3rd quarter, establish draft of working budget for FY22–23
- B. Policy & Personnel Committee—Met March 14, next meeting in April
- C. Building & Grounds Committee
 - 1. Brief Recap Capital Priorities

Motion made by Trustee Wagner to approve the capital priorities for FY22–23, with ability to amend as needed. Removing flashing repair from capital priorities, due to work being completed. Steel door replacement or repair moved to priority one, pending assessment. Feasibility study to be considered, along with consolidation of parcels. Moving staff hallway lighting up to priority one. Seconded by Trustee Schneider.

Roll call vote.

Drisko	—
Knutson	AYE
Karabis	AYE
Skibinski	AYE
Wagner	AYE
Schneider	AYE

Look AYE

Motion carried.

D. Strategic Plan Committee—discussed in separate meeting

IX. Correspondence

None.

X. Old Business

A. Administrative Succession Plan

Motion made by Trustee Skibinski to approve the Administrative Succession Plan for unplanned short- or long-term leadership absence. Will be revised every three years, or as needed. Seconded by Trustee Wagner.

Roll call vote.

Drisko —

Knutson AYE

Karabis AYE

Skibinski AYE

Wagner AYE

Schneider AYE

Look AYE

Motion carried.

XI. New Business

A. Meeting Room Policy

Motion made by Trustee Knutson to approve the Meeting Room Policy as revised. Seconded by Trustee Schneider. Capacities for rooms lowered, all attendees are subject to library policies, deadlines for bookings established as 72 hours prior to event, monthly limit on reservations for same group lowered, and room fees applicable for extended reservations. All trustees voted "Aye." Motion carried.

B. Library Social Media & Comment Policy

Motion made by Trustee Wagner to approve the Library Social Media & Comment Policy as revised. Addresses removal and documentation of public social media comments for policy violations and updates policies for employee use of library's

***social media accounts. Seconded by Trustee Knutson. All trustees voted “Aye.”
Motion carried.***

C. Employee Handbook: Victims’ Economic Security and Safety Act

Motion made by Trustee Wagner to approve the amendment to the Employee Handbook to comply with recent changes to the Victims’ Economic Security and Safety Act. Seconded by Trustee Look. All trustees voted “Aye.” Motion carried.

D. Board of Trustees Bylaw Amendment: Electronic Meeting Attendance Amendment

Motion made by Trustee Skibinski to approve the amendment of the Frankfort Board of Trustees Bylaws to allow for electronic meeting attendance, under these rules which comply with the Illinois Open Meetings Act. Seconded by Trustee Schneider.

Roll call vote.

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

Motion carried.

E. West End Furniture Purchase

Motion made by Trustee Wagner to approve the purchase of new computer chairs and public seating from Library Furniture International, at a cost not to exceed \$17,000. Seconded by Trustee Knutson.

Roll call vote.

Drisko	—
Knutson	AYE
Karabis	AYE
Skibinski	AYE
Wagner	AYE

Schneider AYE

Look AYE

Motion carried.

F. Checking Account Fraud Protection Tools

Motion made by Trustee Wagner to approve the purchase of the Check Payee and ACH Positive Pay services for both the Old Plank Trail Operating and Payroll checking accounts at a rate of \$55.00 per month per account. Seconded by Trustee Schneider.

Roll call vote.

Drisko —

Knutson AYE

Karabis Abstained

Skibinski AYE

Wagner AYE

Schneider AYE

Look AYE

Motion carried.

G. HVAC Replacement Project

1. Met with several recommended companies. Need more information on crossover between responsibilities of owner’s rep and architect firms, seeking references from owner’s rep.

H. Auditor Contract Renewal

Motion made by Trustee Skibinski to table the renewal of the contract with Lauterbach and Amen, LLP. for the audits of Fiscal Years ending in June 2022, June 2023, and June 2024 until other proposals are received. Seconded by Trustee Karabis. All trustees voted “Aye.” Motion carried.

XII. Librarian’s Report

The Board members received the February 2022 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. SWAN budget increased, no new libraries are being admitted in 2023.

B. Technology

1. Staff anti-phishing training started
2. Security camera quotes underway

C. Friends of the Library

1. Annual geranium sale planned for May

D. Circulation & Tech

1. SWAN completed National Change of Address for patrons

E. Adult Services

1. Cat Café with NAWS resulted in one on-site adoption

F. Youth Services

1. Jennifer E. moving to Adult Services
2. Rachel's book talks return to Chelsea

XIII. Public Comment

None.

XIV. Trustee Comment

Trustee Skibinski attended village board meeting and one of the village trustees commended the library on its suffragette programs. She also mentioned wanting to renew the Citizens Advisory Board. Trustee Look asked that others recommend members for the Citizens Advisory Board and remarked on the importance of future board members being able to observe the current board and get involved. She thanked all who are working within the library and the board for their work thus far.

XV. Executive Session

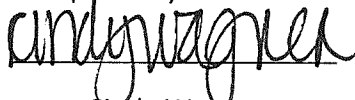
None required.

XVI. Adjournment

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

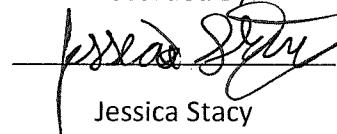
President Look adjourned the meeting at 8:53 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder