

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

March 23, 2023

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:06 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

Present: Trustee Schneider (remote attendance), Trustee Wagner, Trustee Look, Trustee Skibinski, Trustee Drisko, Trustee Karabis, & Trustee Knutson

Absent:

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

Citizens Advisory Committee: Katherine Veach, Brooks Stenoish, Jaclyn Freitag, & Julie Terlep

IV. Introduction of Visitors

Dan Eallonardo of Independent Construction Services, Inc.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the February 23, 2023 Meeting

Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held February 23, 2023. Seconded by Trustee Drisko. Roll call vote.

Drisko AYE

Knutson AYE

Karabis AYE

Skibinski AYE

Wagner AYE

Schneider AYE

Look AYE

Motion carried.

VII. Treasurer's Report

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

A. Review of Bills for February 2023

Motion made by Trustee Schneider to approve the bills for February 2023 as presented. Seconded by Trustee Skibinski. Payroll expenses now included with check detail report, as accounts are combined. Roll call vote.

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

Motion carried.

B. Maintenance Expense V. Budget

C. Line of Credit Status

D. Profit & Loss V. Last Year—Revenue over budget due to donations and taxes.
Outstanding questions on supplies budget to be addressed with accountant.

E. Balance Sheet as of February 28, 2023

VIII. Committee Reports

A. Finance Committee—Did not meet, but created timeline for developing working budget. Working budget draft to be presented at April board meeting, with a final budget and vote in May or June.

B. Policy & Personnel Committee—Meeting March 28th for final benefits review.

C. Building & Grounds Committee—Met March 16th to review internal projects, disaster recovery, & technology plan.

D. Strategic Plan Committee—Met March 22nd to review strategic objectives survey results. Will finish strategic objective drafts in April.

IX. Correspondence

None.

X. Old Business

A. Building Assessment Study

1. Trustees agree with prioritizing health and safety items, discussed mold testing process. Dan Eallonardo, library owner’s rep, recommends keeping work items under \$25K limit and categorizing highest priorities together. Trustee Skibinski proposes the working budget be shared with Dan to determine which repairs can be performed with funds from the yearly budget. Dan reminded the board that any renovations will need to meet current code and accessibility standards. Board discussed whether a referendum should be pursued to allow community members to determine scope of project. Board considered requirements for a referendum, including what expertise and staff would be needed. Board discussed how upcoming strategic plan could inform any changes to the library space. Building and Grounds committee to assess building study recommendations.

XI. New Business

A. East End and Staff Bathrooms Plumbing Project

Motion made by Trustee Skibinski to approve the East End plumbing project proposal from RJ Graham Plumbing to be paid out of the Capital Projects Fund, in an amount not to exceed \$8,500. Seconded by Trustee Drisko. Frequent plumbing problems and blockages with east end and staff restrooms. RJ Graham proposal involves descaling pipes with hydrojet and testing sloan valve effectiveness in staff bathroom. Roll call vote.

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

Motion carried.

B. Personnel Policy: Vacation Leave

Motion made by Trustee Wagner to approve the vacation section of the Personnel Policy as amended. Seconded by Trustee Knutson. Roll call vote.

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

Motion carried.

C. Meeting Room Tables

Motion made by Trustee Karabis to approve the purchase of sixteen flip-top tables for the meeting room, in an amount not to exceed \$15K. Seconded by Trustee Drisko. Roll call vote.

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

Motion carried.

- D. Board Table—Director Kowalcze asked for Board approval to donate or sell a large folding table that was previously used for Board Meetings. Board approved. Suggested reaching out to local Frankfort organizations to see if they could use it, before expanding out to other organizations.
- E. Decennial Committee on Local Government Efficiency—Committee for self-assessment of library mandated to be formed by June, to meet three times, and to file a formal report within eighteen months. Template for report introduced.

XII. Librarian's Report

The Board members received the February 2023 monthly Librarian's Report from Director Kowalczek for review by the trustees, including information on the following:

A. Local News

1. Legislation—Illinois Paid Leave for All Workers Act will go into effect on January 1, 2024, and Library will assess policies to ensure compliance. House Bill 2789 passed, which concerns prohibition of book banning. Frankfort policies are already in compliance with the House Bill as presented.
2. Frankfort Business—Frankfort Founders Center gym needs repairs, has been offered library space to host gatherings. Frankfort Children's Museum moving from Frankfort to New Lenox.
3. Nearby Libraries—Local library had Open Meetings Act violation with staff and trustees discussing library business not in an open meeting. Reminder to keep library business to properly posted open meetings. Additional area libraries are in the news, due to upcoming election.

B. Administration

1. Switch to Paylocity for payroll allows downgrading of Quickbooks service.

C. Building & Grounds

1. Two security sensors replaced, along with garage sensor. Additional garage door damage repaired.

D. IT

1. Security camera recording device malfunctioned and was repaired.
2. VHS-to-DVD converter broke, needs to be replaced.

E. Community

1. 60423 Fest—Library to bring performer for juggling and a bubble show.
2. Library is polling place and mail-in ballot drop-off location for April 4th election.

F. Circulation

1. Positive patron comments regarding return of automatic renewals

G. Adult Services

1. New staff member Naja has started.

H. Youth Services

1. Laura will be retiring in May.

XIII. Public Comment

None.

XIV. Trustee Comment

Trustee Drisko mentioned Trustee Day. Trustee Look thanked everyone for attending a longer meeting.

XV. Executive Session

None required.

XVI. Adjournment

Motion made by Trustee Skibinski and seconded by Trustee Karabis to adjourn the meeting.

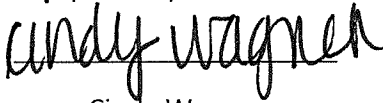
Roll call vote.

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

Motion carried.

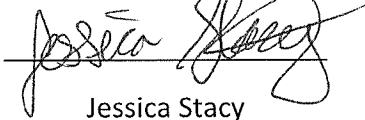
President Look adjourned the meeting at 8:52 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder