

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
March 28, 2024  
7:00 PM

Decennial Committee on Local Government Efficiency

- I. Call to Order  
President Look called the meeting to order at 7:00 p.m.
- II. Roll Call  
Director Kowalcze called the roll call.  
  
Present: Trustee Karabis, Trustee Wagner, Trustee Look, Trustee Drisko, & Trustee Schneider  
Absent: Trustee Knutson, Citizen Freitag, & Citizen Terlep  
Also Present: Amanda Kowalcze, Denise Wargowsky, & Melissa Rice  
Citizens Advisory Committee: Tracey Bohl, Mary Lynn, Jeff Slovak, & Brooks Stenoish
- III. Introduction of Visitors
- IV. Approval of Minutes from the February 22, 2024 Meeting  
***Motion made by Trustee Karabis to approve the minutes of the decennial committee meeting held February 22, 2024. Seconded by Trustee Wagner. All trustees voted "Aye." Motion carried.***
- V. Old Business  
None.
- VI. New Business  
***Motion made by Trustee Karabis to accept the Report for Compliance with Decennial Committees on Local Government Efficiency Act. Seconded by Trustee Drisko. Director Kowalcze added recommended items noted at previous meeting. All trustees voted "Aye." Motion carried.***
- VII. Survey of Residents  
District residents responded that the meeting was efficient and helpful.

VIII. Public Comment—Agenda Items Only  
None.

IX. Adjournment  
***Motion made by Trustee Schneider and seconded by Trustee Wagner to adjourn the meeting. All trustees voted “Aye.” Motion carried.***  
***President Look adjourned the meeting at 7:07 p.m.***

### Regular Meeting Agenda

X. Call to Order  
President Look called the meeting to order at 7:08 p.m.

XI. Pledge of Allegiance  
Attendees recited the Pledge of Allegiance.

XII. Roll Call  
Trustee Wagner called the roll call.  
  
Present: Trustee Karabis, Trustee Wagner, Trustee Look, Trustee Drisko, & Trustee Schneider  
Absent: Trustee Knutson  
Also Present: Amanda Kowalcze, Denise Wargowsky, & Melissa Rice  
Citizens Advisory Committee: Tracey Bohl, Mary Lynn, Jeff Slovak, & Brooks Stenoish

XIII. Introduction of Visitors

XIV. Public Comment—Agenda Items Only  
None.

XV. Approval of Minutes from the February 22, 2024 Meeting  
***Motion made by Trustee Wagner to approve the minutes of the regular board meeting held February 22, 2024. Seconded by Trustee Karabis. All trustees voted “Aye.” Change to item XI.A. from “newsletter” to “e-newsletter.” Motion carried.***

XVI. Treasurer’s Report  
Trustee Schneider read the treasurer’s report for February 2024.

A. Review of Bills for February 2024

***Motion made by Trustee Schneider to approve the bills for February 2024 as presented. Seconded by Trustee Drisko. Roll call vote.***

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

***Motion carried.***

- B. Maintenance Expense V. Budget—January utilities are average while building maintenance and building supplies budgets are well below average.
- C. Capital Funds Project Status
- D. Profit & Loss V. Last Year—\$16k more revenue, due to interest income and development fees. \$33k below average for monthly expenditures. 2.4% below budget in annual expenditures.
- E. Balance Sheet as of February 29, 2024

XVII. Committee Reports

- A. Finance Committee—Met March 13 to review draft of FY24–25 working budget, based on FY23–24 budget. Adding a Special Reserve budget for FY24–25. Will meet again in April to finalize draft for presentation at April board meeting.
- B. Policy & Personnel Committee—Met March 15 to review first full draft of revised employee handbook and discuss formatting and need for legal review. Once legal review is complete, draft will be reviewed and revised before presenting to board. Committee recommended reviewing handbook every three years.
- C. Building & Grounds Committee—Met March 14 to finalize capital priorities for FY24–25 and review maintenance checklist.
  - 1. Maintenance Checklist Quarterly Review—Head of maintenance found checklist helpful. Trustee Schneider recommended that notes be added to all items, including those where no issues were present.

- D. Strategic Plan Committee—Did not meet, but due to meet in April to assess quarterly progress on strategic plan.

XVIII. Correspondence

- A. Thank you from Frankfort Terrace—Handmade cards from Day of Service at the library were appreciated by residents.
- B. Thank you from Cancer Support Center—Port cushions from Day of Service at the library were helpful to the center and patients.
- C. Letter Re: Trustee Vacancy from Illinois State Library—Illinois State Library provided a letter acknowledging the board vacancy and reiterating the guidelines for selecting a new trustee or having one appointed.

XIX. Old Business

- A. Required and Recommended Renovation Work Project
1. Recent local library projects—Director Kowalcze contacted other libraries that have undergone renovations or are planning renovations soon. She provided the board with details from each project, including the reason for the project, how it was or will be funded, and the impact or projected impact on service to the public. Info on Ozinga charitable giving showed donations to only one charity, but still a good opportunity. Director Kowalcze noted that Mokena Library is also discussing seeking a donation from Ozinga.
  2. Master planning— After reviewing where the Board is in this ongoing plan, President Look will establish a Renovation Committee. This will be done after the Trustee vacancy is filled and after Board Discussion of the process to establish this committee. Trustee Wagner discussed the helpfulness of a renovation committee from previous community's library. Members of the Citizens Advisory Committee agreed that they would be interested in serving on a renovation committee. Board members discussed planning out renovation phases that can be executed over years. Trustee Look recommends that the renovation committee be created after the trustee vacancy is filled and any other Citizens Advisory Committee members are selected so that those members could join the renovation committee.
  3. Library foundation and fundraising—Director Kowalcze attended Foundations, Friends, and Fundraising talk at Oak Lawn Public Library, along with two members of the Friends of the Frankfort Public Library. Director Kowalcze shared learnings, including that bequests in wills are more likely with a foundation. Public funds cannot be used to develop the foundation.

She discussed the importance of avoiding overlap between foundation work and Friends work.

- B. Trustee Vacancy—10 applicants to be reviewed by trustees.

***Motion made by Trustee Karabis to move New Business section before Executive Session on meeting agenda. Seconded by Trustee Wagner. All trustees voted “Aye.” Motion carried.***

XX. New Business

- A. Freedom of Information Act Policy

***Motion made by Trustee Drisko to approve the FOIA Policy, hereafter known as the Freedom of Information Act (FOIA) Policy as amended, to update FOIA contact information. Seconded by Trustee Karabis. Fax line for FOIA requests being replaced with a dedicated email address. All trustees voted “Aye.” Motion carried.***

- B. FY24–25 Capital Priorities

***Motion made by Trustee Wagner to approve the FY24–25 Capital Priorities. Seconded by Trustee Drisko. Garage door replacement recommended to increase insulation. West End digital HVAC control is vulnerable to hacking and needs to be replaced. Reading room regrading project is tentatively planned if Illinois State Library matching grant is approved. Tactile warning pads along library drop-off lane moved down on priority list, as concrete company said current concrete is in good shape and it makes more sense to wait until the concrete needs to be replaced. Roll call vote.***

Drisko                      AYE

Knutson                    —

Karabis                    AYE

Wagner                    AYE

Schneider                AYE

Look                        AYE

***Motion carried.***

- C. Light Controller and Light Switch Proposals

***Motion made by Trustee Schneider to approve the lighting contractors and switch controls proposal from Excel Electric in the amount of \$11,240. Seconded by Trustee Wagner. Two proposals are similar, but Excel has worked on the building before and has more familiarity. Roll call vote.***

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

***Motion carried.***

D. Loading Dock Safety Rails Proposal

***Motion made by Trustee Wagner to approve the proposal for concrete repair and the installation of new safety and handrails by C&J Construction in the amount of \$12,340. Seconded by Trustee Schneider. Roll call vote.***

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

***Motion carried.***

- E. Circulation Rule Changes—Changes in checkout periods and renewals for certain physical items due to difficulty acquiring new materials and increased demand. New books, audiobooks, DVDs, and Blu-Ray items will change from a 3-week checkout to a 2-week checkout. Hotspots cannot be renewed automatically and must be returned to the library to be checked out again. Video games will only be available for a 2-week checkout, with no renewals. Simultaneous checkout limit is being lowered from 200 items to 100 items.

XXI. Executive Session

***Motion made by Trustee Drisko to adjourn to closed session to discuss the selection of a person to fill a public office as permitted by the Open Meetings Act, 5 ILCS 120/2(c)(3). Seconded by Trustee Wagner. All trustees voted “Aye.” Motion carried.***

***Executive session began 8:28 p.m.***

***Executive session ended 9:30p.m.***

XXII. Librarian's Report

The Board members received the February 2024 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. IT—

1. New, ADA-compliant website set to launch early April.

B. Adult Services—

1. Crochet a Granny Square, Wits Workout, and Cabin Fever Yoga classes were very popular.

C. Community—

1. Rebecca was interviewed about Coffee Cake & Crime book club for Daily Southtown article.

XXIII. Public Comment

None.

XXIV. Trustee Comment

Trustee Look thanked Melissa and Jill for putting together the Earth Awareness Fair, and thanked everyone for their hard work tonight.

XXV. Adjournment

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

***President Look adjourned the meeting at 9:34 p.m.***

Respectfully Submitted:

Jennifer Knutson  
Secretary

Recorded By:

Jessica Stacy  
Recorder