

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
March 27, 2025
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

Present: Trustee Stenoish, Trustee Schneider, Trustee Look, Trustee Knutson, & Trustee Drisko

Absent: Trustee Karabis

Also Present: Amanda Kowalcze, Denise Wargowsky, Melissa Rice

Citizens Advisory Committee: Julie Terlep

IV. Introduction of Visitors

Margaret Clemons-Adams, Trustee candidate; Jeff Slovak, Friends of the Library Liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the February 27, 2025 Meeting

Motion made by Trustee Drisko to approve the minutes of the regular board meeting held February 27, 2025. Seconded by Trustee Schneider. Correction made to XIII.A.2. to reflect that candidates running for the library board filled out questionnaires, not trustees. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for February 2025.

A. Review of Bills for February 2025

Motion made by Trustee Schneider to approve the bills for February 2025 as presented. Seconded by Trustee Drisko. Question made regarding cost of spring newsletter and the feasibility of going to bid for a new publisher. Roll call vote.

Drisko

AYE

Knutson	AYE
Karabis	—
Stenoish	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—
- C. Capital Funds Project Status—
- D. Profit & Loss V. Last Year—\$15K over revenue budget. Only spent 57% of budget.
- E. Balance Sheet as of February 28, 2025—

VIII. Committee Reports

- A. Finance Committee—Met March 14 to review FY25–26 working budget draft.
- B. Policy & Personnel Committee—Tabled until new board.
- C. Building & Grounds Committee—Met March 12. New HVAC unit will be shipped soon. Discussed parking lot issues, need to move staff cars, no closures anticipated.
 - 1. Quarterly Maintenance Calendar Review—Carpet was spot cleaned and some squares were replaced, due to unsalvageable damage. In January, GCFI outlets were inspected, but it was discovered that many areas of West End did not have GCFI outlets. Excel Electric quoted \$1,900 quoted, which includes replacing 3 outside lights and installing 3 GCFI outlets in the East End.
- D. Strategic Plan Committee—Will meet in April.

IX. Correspondence

- A. Citizens Advisory Committee Resignation—Tracey Bohl resigned from the Citizens Advisory Committee due to scheduling conflicts. President Look and Director Kowalcze responded with their thanks for her time on the committee.

X. Old Business

- A. Required and Recommended Renovation Work Project—
 - 1. Future Renovations

B. Renovation Committee —

1. No additional discussion at this meeting.

C. Board Continuity/Transition—

1. Board Accomplishments—List of accomplishments of current board to provide incoming board members the highlights of what has been done by the board.
2. Proposed Board Bylaws Revision— Suggested change is proposed effective May 2025 because of the 6 member change over of the newly elected Board. The current president, who is the only member left from the outgoing Board, will retain this post for one year for the purpose of board transition and library business continuity. This proposed amendment is for only one year. Other Boards have worked in a similar way, such as the Will County Forest Preserve who retained their President with the understanding the Vice President would take over. Amendments are welcome, with suggestion to vote at April meeting. Trustee Drisko suggested that a stipulation be included that the rule only applies when a majority of the board seats are turned over during an election.

XI. New Business

A. FY25–26 Working Budget Draft

1. Planning for Per Capita Grant to be disbursed as planned. Grants budget is increased to account for possible ILS matching grant. Fines and fees were adjusted upward from FY24–25, based on current year's numbers. Donation fee increased to \$75K, as a fundraiser is planned for an outreach vehicle. Interest income is estimated by Trustee Karabis. Technology costs are estimated at 144% of FY24–25 budget. 10 computers being replaced, due to incompatibility with Windows 11 upgrade, as Windows 10 will no longer be supported in October 2025. Trustee Drisko recommended that any technology upgrades needed be completed as soon as possible, due to concerns about tariffs increasing prices on components. Library Fixture & Furniture budget notes increase to replace Adult Services desk, which is in disrepair. Annual expenditures budget is increasing 2%.

Suggested by Finance Committee to break out a list of one-time purchases for the year. Reading room project up for ILA grant consideration may need to be postponed, in the case that the grants are not disbursed this year. Due to tariff concerns and increasing costs, multiple trustees discussed the need to assess further cuts to expenditures budget to make sure that a salary increase goal can be met. Finance Committee will look over individual line items again to determine where cuts could be made, if needed.

B. 2025–2026 Salary Schedule

Item tabled until at least April, pending further assessment of working budget.

C. Parking Lot Civil Engineer & Traffic Study Proposal

Trustees discussed whether traffic study of Pfeiffer Rd. near the library entrance is a priority and if a study was done prior to the approval of the Pfeiffer Rd. extension. Director Kowalcze has been reaching out to Frankfort Park District and was encouraged to meet in person to discuss the process and needs for a traffic study. Proposal from Manhard Consulting notes that it expires April 1. Trustees requested that Director Kowalcze ask for an extension from Manhard Consulting on the pricing to allow for further discussion with the park district and the Village of Frankfort.

D. Director’s Review in April

1. Due to majority of the board turning over a month before Director Kowalcze would normally be due for evaluation, Director Kowalcze’s review will be moved up to April so that the current board can complete her review. Materials from trustees to assess director are due April 16. Executive session planned for 6 p.m. prior to April meeting to complete the review.

XII. Librarian’s Report

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

A. Admin—

1. State of Frankfort Village luncheon registration
2. AI-generated content in Hoopla is misleading, and the library has asked Hoopla to remove it.

B. Community—

1. Fort Frankfort 5-panel storywalk project.
2. State Representative Debbie Meyers-Martin hosting open office hours at the library April 2.

XIII. Public Comment

Julie Terlep mentioned interesting Library of Things at Green Hills Public Library, like American Girl dolls and accessories. She thanked board members for their hard work and dedication. Jeff Slovak mentioned the Friends of the Library flower sale in May, book sales, and art market for November. Melissa Rice thanked the board members and said it has been great getting to know them over the years.

XIV. Trustee Comment

Trustee Schneider is proud of the board's accomplishments over the years. President Look thanked Director Kowalcze for her work.

XV. Executive Session

None required.

XVI. Adjournment

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

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

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder