

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
March 26, 2026
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:03 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 Otway, Trustee Stenoish, Trustee Evenhouse, Trustee Meszaros, & Trustee Miner

Absent: Trustee Faris

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

Citizens Advisory Committee:

IV. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the February 26, 2026 Meeting

Motion made by Trustee Evenhouse to approve the minutes of the regular board meeting held February 26, 2026. Seconded by Trustee Miner. All trustees voted "Aye." No abstentions. Motion carried.

VII. Treasurer's Report

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

A. Review of Bills for February 2026

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

Look AYE

Miner AYE

Meszaros	AYE
Otway	AYE
Faris	—
Evenhouse	AYE
Stenoish	AYE

No abstentions. Motion carried.

- B. Maintenance Expense V. Budget—Window shade for Meeting Room A replaced for \$2,010. 50% deposit for courtyard window paid to Advance Glass & Facility Repair.
- C. Risk Management Expenses—Expenses for salt, fire alarm inspection, and annual panic button testing.
- D. Profit & Loss V. Last Year—Cook County tax revenue is mostly collected after delay in property tax bills. 99% of projected revenue for FY25–26 received.
- E. Balance Sheet as of February 27, 2026—Estimated 6 months of expenses in Special Reserve Fund.

VIII. Committee Reports

- A. Finance Committee—Met March 10 to review draft of FY26–27 working budget. Still waiting on IMRF and health insurance estimates for expenditures as well as tax revenue estimates, since Cook County property tax revenue for FY25–26 is still not finalized. Estimate of annual revenues projected to increase 4% from FY25–26, based on previous year tax rate, consumer product index increase, and historical new construction growth data. Materials budget estimated to increase 7% from previous year. Personnel expenditures projected to increase 5%. Estimates to be refined further at April 14 committee meeting.
- B. Policy & Personnel Committee—Met March 11 to discuss Borrowing Privileges Policy, Homebound Delivery Policy, Parking Policy, Alcohol in the Library Policy, and Meeting Room Policy. The committee also reviewed a draft of the new Library Vehicle Policy. Some outstanding questions involve whether driving records should be assessed prior to an employee being allowed to drive the vehicle. Lawyer and insurance agent to review and provide recommendations before the board reviews.

- C. Building & Grounds Committee—Met March 4 to discuss new Adult Services Desk proposal, Meeting Room window insulation, and moving handicapped parking to line the sidewalk on south side of building to reduce number of spots along the building where several patrons have accidentally hit the building. Landscaping proposals, capital priorities, and donor wish list were also discussed.
 - 1. Quarterly Maintenance Calendar Review—In February checklist, one AED was experiencing battery errors. A new battery was purchased, but original battery error was corrected before delivery.
- D. Strategic Plan Committee—Survey responses are being collected quickly. Next meeting scheduled for April 29 to review survey data.

IX. Correspondence

None.

X. Old Business

- A. Overdue Fines—Director Kowalcze contacted several local libraries for insight on their overdue fines policies. New Lenox library overdue fines were eliminated following a successful 2020 referendum, as the fines were no longer needed revenue. Matteson library removed fines during COVID-19, and did not reinstate them, as they were not vital to the library’s operating budget. Peotone Library still collects fees as the library has low tax budget and concerns about materials not being returned. Tinley Park Library is a city library rather than a library district, meaning an additional layer of oversight regarding any fiscal changes beyond the library’s board. The library did not cite a particular reason for keeping their overdue fines. The Board sees benefits of both retaining and eliminating overdue fines, as discussed in February meeting. Board will continue to consider the topic in the future, as no final determination was made.

XI. New Business

- A. Outreach Vehicle Purchase Bids

Motion made by Trustee Evenhouse to approve the bid from South Oak Dodge for the purchase of an outreach vehicle in an amount up to \$41,928.63. Seconded by Trustee Stenoish. Request for proposal sent to 16 dealerships, done in consultation with the Library’s lawyer. Neither of the two proposals received fully met the Library’s request as written. Sunnyside Company’s proposal does not include the Safety Sphere package that has a 360-degree camera for greater visibility. Vehicle from South Oak Dodge is silver rather than requested white, but the Library is accepting of the color change, since it is still a neutral background for the Library’s vehicle branding wrap to go over. Director Kowalcze to ask South Oak Dodge

about any discounts for purchasing with cash versus financing and to also get warranty offer documented. Board requested estimates of other costs of ownership of the vehicle against funds in donation budget. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	—
Evenhouse	AYE
Stenoish	AYE

No abstentions. Motion carried.

B. FY26–27 Capital Priorities

Motion made by Trustee Meszaros to table approval of the FY26–27 Capital Priorities. Seconded by Trustee Miner. Capital Priorities for FY26–27 includes staff parking lot replacement and drainage repair with an added carport, tuckpoint evaluation and repair, replacement of rooftop fence, new front entrance awning, and interior building painting. Due to safety concerns, the Board added barriers for parking along sidewalk on south side of building as a capital priority. Estimate for boulders as a barrier is \$2,500. Boulders and trees estimated around \$10,000. Interior building painting item to be removed from Capital Priorities for FY26–27 and funded by Building Maintenance fund, as it is a maintenance item, not an upgrade. Director Kowalcze to research carport. Board discussed construction grant options. Board discussed front entrance awning design and its potential impact on the new landscaping design. Director Kowalcze to amend list with above changes, then present new list at April meeting. All trustees voted “Aye.” No abstentions. Motion carried.

Motion made by Trustee Otway to table items F & G to April meeting. Seconded by Trustee Evenhouse. All trustees voted “Aye.” No abstentions. Motion carried.

C. Adult Services Desk Purchase

Motion made by Trustee Stenoish to approve the purchase of a new service desk from Demco for \$35,349.28 through the Interlocal Purchasing System. Seconded by Trustee Evenhouse. Roll call vote.

Look	AYE
Miner	AYE

Meszaros	AYE
Otway	AYE
Faris	—
Evenhouse	AYE
Stenoish	AYE

No abstentions. Motion carried.

D. Meeting Room Window Panel Insulation Proposal

Motion made by Trustee Stenoish to approve the proposal from Advance Glass & Facility Repair for \$11,240. Seconded by Trustee Otway. Roll call vote.

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	—
Evenhouse	AYE
Stenoish	AYE

No abstentions. Motion carried.

E. Landscaping Proposal

Motion made by Trustee Evenhouse to table accepting a landscaping proposal to April meeting. Seconded by Trustee Meszaros. Board expressed interest in the design with all native plants proposed by Possibility Place, due to the estimated low-maintenance upkeep for plants that are used to the local climate. Director Kowalcze to reach out to Possibility Place for recommended landscaping installer. Director Kowalcze to contact Nellis Landscaping to incorporate more native plants into their landscaping design as an alternative option. President Look expressed a desire for balancing the inclusion of native plants with aesthetics, citing the use of taxpayer funding for the project and a desire for the community to feel pride in the finished design. Motion carried.

F. Potential Donation Discussion—

1. Tabled to next meeting

G. Illinois Public Library Standards Review: Building & Grounds and Collection Management—

1. Tabled to next meeting

XII. Librarian's Report

The Board members received the February 2026 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Administrative—

1. Strategic Plan surveys in progress.

XIII. Public Comment

None.

XIV. Trustee Comment

None.

XV. Executive Session

None required.

XVI. Adjournment

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

President Look adjourned the meeting at 9:25 p.m.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded By:

Jessica Stacy
Recorder