

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

May 27, 2021

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Labuda called the roll call.

Present: Trustee Schneider, Trustee Slovak, Trustee Albert, Trustee Skibinski, Trustee Look, & Trustee Labuda

Absent: Trustee Tylk

Also Present: Melissa Rice & Denise Wargowsky

Citizens Advisory Committee: Emily Meszaros

Incoming Trustees: John Karabis, Cindy Wagner, Jennifer Knutson, & David Drisko

IV. Introduction of Visitors

Family members of new board members.

V. Public Comment—Agenda Items Only

Emily Meszaros of the Citizens Advisory Committee works at the Chelsea Middle School library. She spoke about the partnership the school is forming with the Frankfort library.

VI. Approval of Minutes from the April 22, 2021 Regular Meeting

Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held April 22, 2021. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.

VII. Approval of Minutes from the April 26, April 28, May 13, & May 17, 2021 Special Meetings

Motion made by Trustee Albert to approve the minutes of the special board meetings held April 26, April 28, May 13, & May 17, 2021. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.

VIII. Treasurer’s Report

Trustee Albert read the treasurer’s report for April 2021.

A. Balance Sheet as of April 30, 2021

B. Review of Bills for April 2021

Motion made by Trustee Slovak to approve the bills for April 2021 as presented. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

C. Line of Credit Status—C & J Construction payment has been dispersed. Construction grant is approved for siding project and bids are pending.

D. Profit & Loss V. Last Year—Additional revenue received via Friends of the Library donations, Cook County taxes, and Personal Property Replacement taxes. Overall Revenue Budget projected about \$6k under budget for FY20–21. Per Capita Grant to be reverse applied to revenue budget for FY20–21. Professional Services Budget reflects second payment to John Keister & Associates for director search services, which will be funded by part of \$46k director salary savings from Personnel Budget. Projected to be \$335k under budget for expenses for FY20–21. With deduction of items funded by line of credit, expenses are \$474k under budget for the year. Accountant to apply 80% of July 1, 2021 pay period to FY20–21 to address budget concerns with extra pay period in FY21–22. Computers and switches have been purchased with approximately \$6k of unbudgeted excess revenue. Remaining balance at end of FY20–21 to be attributed to Special Reserve Fund.

E. Maintenance Expense V. Budget—Building Utilities under budget for FY20–21. Building Maintenance currently at 78% of budget. Building Supplies Budget at \$12k, with many items covered by CARES Act I & CARES Act II.

IX. Correspondence

None.

X. Unfinished Business

A. Director Search Update (Informational)

1. President Look recapped the library’s director search process, noting the adapted process for Covid, favorable qualities for the new director, and collaboration with incoming board members. Board members reviewed formal offer made to Amanda Kowalcze for the Library Director role. President Look thanked Interim Director Rice and Denise Wargowsky for their extra work during the director search.

B. Vote to Approve Hire of New Director

Motion made by Trustee Skibinski to approve the hire of Amanda Kowalcze as the new director of the Frankfort Public Library District, according to the terms in her offer letter signed on May 20, 2021. Her first day will be June 21, 2021. Seconded by Trustee Slovak.

Roll call vote.

Tylk	_____
Schneider	AYE
Slovak	AYE
Albert	AYE
Skibinski	AYE
Labuda	AYE
Look	AYE

Motion carried.

C. Honor Board Members

1. Certificates presented to outgoing board members.

XI. New Business

A. Acceptance of Election Results of the April 6, 2021 Consolidated Election

1. Interim Director Rice presented results of the April 6, 2021 election for Frankfort Library District Trustees.

Officials elected to unexpired 2-year terms:

	Cook County Votes	Will County Votes
Jan Look	13	4,006

Officials elected to 4-year terms:

	Cook County Votes	Will County Votes
John Karabis	10	2,979
Cindy Wagner	10	3,367
John Schneider	11	3,029
Jennifer Knutson	13	3,306
David Drisko	11	2,926

Motion made by Trustee Slovak to approve the results of the April 6, 2021 election. Seconded by Trustee Labuda. All trustees voted “Aye.” Motion carried.

- B. Administration of Oath of Office for Jan Look
- C. Administration of Oath of Office for John Karabis
- D. Administration of Oath of Office for Cindy Wagner
- E. Administration of Oath of Office for John Schneider
- F. Administration of Oath of Office for Jennifer Knutson
- G. Administration of Oath of Office for David Drisko
- H. Election of Pro-Tempore Board President
Motion made by Trustee Look to amend the agenda to nominate Trustee Skibinski as president pro tempore. Seconded by Trustee Knutson. All trustees voted “Aye.” Motion carried.
- I. Election of Board President
Motion made by Trustee Skibinski to nominate Trustee Look as the new board president. All trustees voted “Aye.” Motion carried.
- J. Election of Board Officers
Motion made by Trustee Drisko to nominate Trustee Skibinski as the new board vice president. All trustees voted “Aye.” Motion carried.
Motion made by Trustee Look to nominate Trustee Schneider as the new board treasurer. All trustees voted “Aye.” Motion carried.
Motion made by Trustee Skibinski to nominate Trustee Wagner as the new board secretary. All trustees voted “Aye.” Motion carried.

XII. Librarian’s Report

The Board members received the April 2021 monthly librarian’s report from Interim Director Rice for review by the trustees, including information on the following:

- A. April Snapshot
 - 1. Circulation is steady. Discussions with staff regarding capacity limits, mask guidelines, & seating availability as the state enters Phase V of reopening.

XIII. Public Comment

None.

XIV. Trustee Comment

Trustee Labuda thanked new and former board members and is grateful for her experience with the board. Trustee Schneider thanked departing board members and is

looking forward to working with new board members. Trustee Wagner is excited to begin work with new board. Trustee Drisko thanked former board members for their work and insight. Trustee Knutson thanked former board members for being welcoming. Trustee Karabis thanked former board for letting new members be part of director search process. Trustee Slovak wished new board members luck. Trustee Albert thanked Interim Director Rice and Denise and wished new board members well. Trustee Skibinski thanked new board members and is glad to have them there. Trustee Look mentioned John Keister’s feedback complimenting the library board and staff. Trustee Look called Amanda Kowalcze to inform her of her appointment as director. Amanda thanked board members for their votes and is looking forward to working with them.

XV. Executive Session
None required.

XVI. Adjournment
Motion made by Trustee Wagner and seconded by Trustee Schneider to adjourn the meeting. All trustees voted “Aye.” Motion Carried.
President Look adjourned the meeting at 8:08 p.m.

Respectfully Submitted:



Erin Skibinski in lieu of Cindy Wagner
Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder