

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
May 22, 2025  
7:00 PM

OLD TERM MEETING AGENDA

- I. Call to Order  
President Look called the meeting to order at 7:04 p.m.
- II. Appoint Secretary Pro Tempore  
President Look nominated Trustee Karabis to be pro temp. Seconded by Trustee Schneider.
- III. Pledge of Allegiance  
Attendees recited the Pledge of Allegiance.
- IV. Roll Call  
Trustee Karabis called the roll call.  
  
Present: Trustee Look, Trustee Karabis, Trustee Stenoish, & Trustee Schneider  
Absent: Trustee Knutson & Trustee Drisko  
Also Present: Amanda Kowalcze, Denise Wargowsky, & Melissa Rice  
Citizens Advisory Committee: Julie Terlep
- V. Introduction of Visitors  
Jeffrey Slovak, Friends of the Library liaison; Mayor Keith Ogle; incoming trustees Autumn Faris, Karen Miner, Jeffrey Otway, Lori Evenhouse, & Emily Meszaros; family members of incoming trustees.
- VI. Public Comment—Agenda Items Only  
None.
- VII. Approval of Outstanding Minutes
  - A. Approval of Minutes from the April 24, 2025 Meeting  
***Motion made by Trustee Schneider to approve the minutes of the regular board meeting held April 24, 2025. Seconded by Trustee Stenoish. Correction to end of minutes to reflect Brooks Stenoish as secretary pro tempore. All trustees voted "Aye." Motion carried.***

- B. Approval of Minutes from the April 24, 2025 Special Meeting  
***Motion made by Trustee Karabis to approve the minutes of the special board meeting held April 24, 2025. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***
- C. Approval of Minutes from the April 24, 2025 Closed Session Meeting  
***Motion made by Trustee Stenoish to approve the minutes of the closed session meeting held April 24, 2025. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***
- D. Approval of Minutes from the March 12, 2025 Building & Grounds Committee Meeting  
***Motion made by Trustee Schneider to approve the minutes of the Building & Grounds Committee meeting held March 12, 2025. Seconded by Trustee Stenoish. Being approved as business already discussed at regular board meeting. All trustees voted "Aye." Motion carried.***
- E. Approval of Minutes from the April 15, 2025 Finance Committee Meeting  
***Motion made by Trustee Karabis to approve the minutes of the Finance Committee meeting held April 15, 2025. Seconded by Trustee Schneider. Being approved as business already discussed at regular board meeting. All trustees voted "Aye." Motion carried.***
- F. Approval of Minutes from the December 2, 2024 Policy & Personnel Committee Meeting  
***Motion made by Trustee Stenoish to approve the minutes of the Policy & Personnel Committee meeting held December 2, 2024. Seconded by Trustee Schneider. Being approved as business already discussed at regular board meeting. All trustees voted "Aye." Motion carried.***

VIII. Treasurer's Report

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

- A. Review of Bills for April 2025  
***Motion made by Trustee Schneider to approve the bills for April 2025 as presented. Seconded by Trustee Look. Mastercard bills increased due to lower check usage as a method to reduce check fraud issues. Roll call vote.***

Drisko	—
Knutson	—
Karabis	AYE

Stenoish            AYE

Schneider          AYE

Look                AYE

***Motion carried.***

- B. Maintenance Expense V. Budget—Electric bill is decreasing as weather warms.
- C. Capital Funds Project Status—
- D. Profit & Loss V. Last Year—\$3.366 million income YTD—2% over budgeted income.  
Only at 73% of expense budget after 10 months of fiscal year.
- E. Balance Sheet as of April 30, 2025—

IX. Committee Reports

- A. Finance Committee—
- B. Policy & Personnel Committee—
- C. Building & Grounds Committee—
- D. Strategic Plan Committee—

X. Correspondence  
None.

XI. Old Business

- A. Required and Recommended Renovation Work Project—
  - 1. Future Renovations—
- B. Renovation Committee—
  - 1.
- C. HVAC Project Update—
  - 1. Official turn-on & start date was May 22. Few items to do over next few weeks, but mostly completed. Few changes to original work estimate: old duct work needs to be sealed properly, additional thermostat and zone added, concrete pad under old unit had settled and needed replacement. Estimated \$226K overall cost, pending any other changes before work is finalized. \$250K-\$260K estimated, with engineer cost included.

XII. New Business

- A. Resolution in recognition of David Drisko, John Karabis, John Schneider, and Brooks Stenoish

***Motion made by Trustee Schneider to approve the resolution in recognition of David Drisko, John Karabis, John Schneider, and Brooks Stenoish. Seconded by Trustee Look. All trustees voted "Aye." Motion carried.***

- B. Administration of Oaths of Office

1. Karen Miner, Autumn Faris, Jeffrey Otway, Lori Evenhouse, and Emily Meszaros took their oaths of office, administered by Trustee Karabis.

XIII. Public Comment

Director Kowalcze thanked everyone on the current board for their hard work. She is looking forward to working with new board members. She thanked President Look for staying on the board.

XIV. Trustee Comment

Trustee Schneider enjoyed serving the public and spoke about the learning experience of working for the library. He wished incoming trustees good luck. Trustee Stenoish enjoyed her time on the board and working with the trustees. Trustee Karabis is proud of everything they've accomplished and wished the new board good luck.

XV. Executive Session

None required.

XVI. Adjournment

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

***President Look adjourned the meeting at 7:50 p.m.***

NEW TERM MEETING AGENDA

I. Call to Order

President Look called the meeting to order at 8:10 p.m.

II. Roll Call

Director Kowalcze called the roll call.

Present: Trustee Look, Trustee Evenhouse, Trustee Faris, Trustee Otway, Trustee Meszaros, & Trustee Miner

Absent:

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

Citizens Advisory Committee: Julie Terlep

Visitors: Brooks Stenoish; Jeff Slovak, Friends of the Library liaison

III. Public Comment—Agenda Items Only

Julie Terlep welcomed the new board members.

IV. Election of Officers

***Motion made by Trustee Otway to nominate Trustee Evenhouse as the new board vice president. Seconded by Trustee Faris. All trustees voted “Aye.” Motion carried.***

***Motion made by Trustee Look to nominate Trustee Otway as the new board secretary. Seconded by Trustee Meszaros. All trustees voted “Aye.” Motion carried.***

***Motion made by Trustee Faris to nominate Trustee Miner as the new board treasurer. Seconded by Trustee Evenhouse. All trustees voted “Aye.” Motion carried.***

V. Committee Appointments

A. Policy & Personnel—Trustee Evenhouse, Trustee Meszaros, & Trustee Otway

B. Finance—Trustee Otway & Trustee Miner

C. Building & Grounds—Trustee Faris & Trustee Miner

D. Strategic Planning—Trustee Look, Trustee Faris, Trustee Meszaros, Trustee Otway, Trustee Miner, & Trustee Evenhouse

VI. Old Business

VII. New Business

A. Trustee Vacancy—2-year term open after election. Per board bylaws, vacancy must be posted for 15 days. If posted May 23, due date for applications will be June 7. Possible June special meeting will assess candidates, depending on how many applications are received. This would allow a vote to accept a candidate to fill the vacancy at the June board meeting.

B. Check Signers

***Motion made by Trustee Evenhouse to appoint Trustee Meszaros and Trustee Faris, along with officers, as check signers with Wintrust Bank. Seconded by Trustee Otway. Per board bylaws, all officers of the board are check signers. Since all checks are signed by two trustees, having more authorized signers ensures***

***checks signing continues in the event of multiple officer absences. All trustees voted “Aye.” Motion carried.***

C. Temporary Check-Signing Change Authorization

***Motion made by Trustee Faris to approve a temporary change to Library payment procedures to authorize checks to be signed by one authorized signer. This procedure change is only valid until the new check signer paperwork has been processed by Wintrust Bank. Seconded by Trustee Miner. Roll call vote.***

Look	AYE
Miner	AYE
Meszaros	AYE
Otway	AYE
Faris	AYE
Evenhouse	AYE

***Motion carried.***

D. Schedule Special Meeting—Board Orientation—Tentative June 17<sup>th</sup> orientation at 7 p.m.

VIII. Librarian’s Report

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

A. Community

1. Many summer events for trustees to attend.

B. Board

1. Trustee photos requested for website.
2. Online training for incoming trustees.

C. Admin

1. Cook County fall tax bills will be late, but impact on the Library is expected to be minimal, due to only a small portion of the district being in Cook County.

D. Friends of the Library

1. Jeff Slovak gave presentation to new trustees on the Friends. He mentioned popular events and the membership drive.

E. Adult Services

1. Librarian Gail Gray retiring.

IX. Public Comment

Julie Terlep said she looks forward to the summer activities. Brooks Stenoish noted that the new planters near the Library entrance look nice.

X. Trustee Comment

Trustee Otway is humbled, happy, and excited to be on the board. He expressed that the new board has big shoes to fill, but that he feels they have a good group. Trustee Meszaros noted the increased circulation numbers on the library snapshot report and that she is happy to be on the board. Trustee Faris is excited to get to know the board and staff. Trustee Evenhouse has a fondness for the library and is looking forward to being a good steward. Trustee Miner is looking forward to working with the new board. President Look welcomed all the board members. She mentioned the collaborative nature of the board and the importance of being informed and leveraging everyone's strengths. She thanked the incoming trustees for joining.

XI. Executive Session

None required.

XII. Adjournment

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

***President Look adjourned the meeting at 9:02 p.m.***

Respectfully Submitted:

Jeffrey Otway  
Secretary

Recorded By:

Jessica Stacy  
Recorder