FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
May 28, 2026
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:05 p.m.

II. Recognition of Library's 60th Anniversary—Library is celebrating 60 years of service to the Frankfort community. Party in the Library parking lot on Saturday.

III. Recognition of Recording Secretary Jessica Stacy—Certificate presented to recording secretary to commemorate last meeting as recorder after 8 years of service.

IV. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

V. Roll Call

Trustee Otway called the roll call.

Present: Trustee Look, Trustee Otway, Trustee Faris, Trustee Miner, Trustee Meszaros, & Trustee Evenhouse
Absent: Trustee Stenoish
Also Present: Amanda Kowalcze & Denise Wargowsky
Citizens Advisory Committee:

VI. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison

VII. Public Comment—Agenda Items Only

None.

VIII. Approval of Minutes from the April 23, 2026 Meeting

Motion made by Trustee Evenhouse to approve the minutes of the regular board meeting held April 23, 2026. Seconded by Trustee Faris. All trustees voted "Aye." No abstentions. Motion carried.

IX. Treasurer's Report

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

A. Review of Bills for April 2026

Motion made by Trustee Meszaros to approve the bills for April 2026 as presented. Seconded by Trustee Otway. Professional development expenses of $16K. Annual subscription renewals, such as website hosting. Guitar purchased for Library of Things. American Library Association charges for conference passes in Chicago. 50% deposit for Meeting Room window soundproofing solution. Roll call vote.

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

No abstentions. Motion carried.

B. Maintenance Expense V. Budget—$22,000 total includes $7,927 payment for tuckpointing repair, replacement window in Adult Services office, and 50% deposit for Meeting Room window sound control.

C. Risk Management Expenses—Cybersecurity training subscription

D. Profit & Loss V. Last Year—Trending under budget on expenditures

E. Balance Sheet as of April 30, 2026—Will County 2026 tax revenue expected within next week. Cook County tax revenue from 2025 still delayed.

X. Committee Reports

A. Finance Committee—Met May 26 to finalize the draft of the working budget for FY26–27. Next meeting in August to discuss Budget & Appropriations.

B. Policy & Personnel Committee—Met May 7 to discuss final edits to several policies as well as have an initial discussion and make recommendations for Conceal Carry Policy, Gift Ban Policy, and new AI Policy. Next meeting scheduled for June.

C. Building & Grounds Committee—Met May 13. New Adult Services desk installed. Reading Room project experienced weather delays. New HVAC contractor F.E. Moran will perform quarterly service visits. Library is exploring car port for new outreach vehicle and signage for both potential car port and staff parking lot. Exit door near Youth Services room is not functioning correctly. Library is seeking quote for a replacement door. Next meeting scheduled for June 16.

D. Strategic Plan Committee—Met May 19 to review survey data for new strategic plan. Committee members reviewed new data and assessed the fit against the current strategic plan pillars. Next meeting scheduled for June 24 to create objectives to measure progress within new pillars.

XI. Correspondence

A. Thank You Card—Jim Holland—Former Frankfort mayor thanked the Board for their condolences upon his wife's passing.

XII. Old Business

None.

XIII. New Business

A. Board Transition

1. President Look discussed potential for Board officer changes one year after five new Trustees were elected to the Board. She requested to maintain her post as President until August 2026 for the purpose of continuity in leadership with current major projects such as the formation of the new strategic plan and the Director's review.
   Motion made by Trustee Faris to table the election of officers until August 2026. Seconded by Trustee Otway. Roll call vote.

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

No abstentions. Motion carried.

B. Reading Room Construction Update

1. Exterior demolition is complete. Current construction calendar estimates work completion by June board meeting.

C. Health Insurance Consortium Potential Merger

1. LIMRiCC is investing merger with WIN, another public library health insurance cooperative. If groups merge, the pool grows to over 1,000 members, which will increase negotiating power with insurance companies and potentially decrease costs per member. Quote for the potentially combined group is expected in July or August. If savings will positively impact costs, the members of both insurance cooperatives will vote on the merger.

D. FY26–27 Working Budget

Motion made by Trustee Meszaros to approve the FY26–27 Working Budget. Seconded by Trustee Miner. Revenue adjustments include increasing Fines and Fees budget from $15K to $20K and increasing Donation budget from $10K to $20K, in alignment with recent trends. This projected increase in revenue will be split between increased donation-reliant expenses and an increase in expenditures from $40K to $61K in Adult Digital Materials available through digital platforms such as Hoopla, Libby, and Palace. Professional Services Contracts budget increased from $55K to $85K to accommodate potential studies or services as a result of the new strategic plan. Minor changes to tuition reimbursement, staff T-shirt expenses, and health insurance estimates. Estimated Special Reserve Fund Transfer set at $150K to accommodate increases to other line items. Increase in Building Projects budget to account for increased cost of finalized capital projects for FY26–27. Roll call vote.

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

No abstentions. Motion carried.

E. Tuckpointing Proposal

Motion made by Trustee Miner to approve the proposal for tuckpointing maintenance work from Bruno's Tuckpointing in the amount of $10,980. Seconded by Trustee Evenhouse. Roll call vote.

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

No abstentions. Motion carried.

F. Planter Proposal

Motion made by Trustee Faris to table the estimate for planters from Doty & Sons Concrete in the amount of $5,290. Seconded by Trustee Meszaros. Based on staff feedback about existing planters, five planters are estimated as being too many for the space. Director Kowalcze requested an estimate for concrete pads to place the planters on so they remain stable, as some existing planters on the grass had tilted. All trustees voted "Aye." No abstentions. Motion carried.

G. Youth Services Furniture Proposal

Motion made by Trustee Evenhouse to approve the estimate for tables and chairs from TMC Furniture Inc. to be paid for with donated funds. Seconded by Trustee Meszaros.

Roll call vote.

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

No abstentions. Motion carried.

H. Non-Discrimination & Anti-Harassment Policy
Motion made by Trustee Otway to approve the Non-Discrimination & Anti-Harassment Policy as revised. Seconded by Trustee Miner. Minor changes made to update that policy includes volunteers and add the investigation phase to the process. Contact information for helplines and advocacy groups updated. All trustees voted "Aye." No abstentions. Motion carried.

I. Freedom of Information Act (FOIA) Policy
Motion made by Trustee Meszaros to approve the Freedom of Information Act (FOIA) Policy as revised. Seconded by Trustee Evenhouse. Policy changed to include that requests submitted via email must be made in the body of the email, not submitted as an attachment. All trustees voted "Aye." No abstentions. Motion carried.

J. Community Information & Solicitation Policy
Motion made by Trustee Miner to approve the Community Information & Solicitation Policy as revised. Seconded by Trustee Faris. Additions made to refine language about sales and stipulate that space will be prioritized for civic entities. All trustees voted "Aye." No abstentions. Motion carried.

K. Policy Review: Conceal Carry Policy
   1. Police officers and other law enforcement agents who are authorized to carry weapons are not subject to the policy.

L. Illinois Public Library Standards Review: Finance & Budget and Governance & Administration
   1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
      a) *Finance & Budget—Staff identified long-term financial plan including strategies for additional revenue streams such as bequests, endowments, bond retirements, and Tax Increment Financing as an area for growth.*
      b) *Governance & Administration—Areas for growth include standards for having legal review of board bylaws periodically and having Trustees who serve on other local committees to help form partnerships between community organizations. Library policies are reviewed as needed by attorneys or experts on the topic, though not all policies, as the advanced standard dictates.*

M. Library Summer Community Events—Calendar events from May to October that the Library will be represented at.

XIV. Librarian's Report

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

A. Community
   1. 124 attendees at the Library's birthday celebration

B. Friends of the Library
   1. Summer Book Sales starting in June

XV. Public Comment

Jeff Slovak mentioned that the Friends of the Library have 7 book sales between June and October. NAWS will have adoptable dogs at multiple events.

XVI. Trustee Comment

Trustee Meszaros is pleased to see the Board's and Library's projects coming to fruition, such as seeing the new outreach vehicle in the parking lot. Trustee Evenhouse is excited for the Summer Reading Program to begin.

XVII. Executive Session

None required.

XVIII. Adjournment

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

President Look adjourned the meeting at 9:28 p.m.

Respectfully Submitted:	Recorded By:
Jeffrey Otway	Jessica Stacy
Secretary	*Recorder*