

FRANKFORT PUBLIC LIBRARY DISTRICT
FINANCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY

May 23, 2019

6:00 PM

I. CALL TO ORDER

President Stephens called the meeting to order at 6:04 p.m.

II. PLEDGE OF ALLEGIANCE

Attendees recited the Pledge of Allegiance.

III. ROLL CALL: Trustee Skibinski called the roll call.

Present: Trustee Leyva, Trustee Labuda, Trustee Look, Trustee Stephens,
and Trustee Skibinski

Absent: Trustee Tylk

Sabbatical: Trustee Albert

Also Present: Pierre Gregoire

IV. INTRODUCTION OF VISITORS

None

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

VI. APPROVAL OF MINUTES FROM THE JANUARY 2019 MEETING

Motion made by Trustee Skibinski to approve the minutes of the special board meeting held January 24, 2019. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.

VII. UNFINISHED BUSINESS

1. Capital Spending Plan—Moved air curtain to 2021 and prioritized drainage for north side of building for 2020. Public address system installation queued for 2022. Priority for FY2019–2020 is East End AC unit replacement and tar and gravel resurfacing for roof. Board considering grant options for an upcoming maintenance project and discussing marketing to convey financial need to the community.

VIII. NEW BUSINESS

1. Working Budget FY2019–2020
 - a. Programming—remains the same due to reduced head count
 - b. Special Reserve Expense—projects as per capital expense plan
 - c. Liability Insurance—receiving proposals to lower costs. Budget factors in increase from current provider.
 - d. Utilities based on highest year in recent past
 - e. Maintenance looks to 2–3 years back—projects funded by special reserve of \$29,000
 - f. Mortgage rates not to increase until Dec. 2020
 - g. Payroll reflects a staff of 36, will account for lower cost for new Youth Services Department Head, adjustments to minimum wage per state requirements, employee education status changes from BA to MLS, and a possible 3% raise
 - h. Professional training increase to allow 1–2 conferences (ILA Conference in Oct. 2019 is local)
 - i. Special Reserve Fund—Estimated \$50,000 set aside for future needs
 - j. Net income anticipated to build fund balance—\$29,512.49

2. Bond referendum to refinance building loan and capital improvements

a. Primary versus General Election

IX. PUBLIC COMMENT

None.

X. TRUSTEE COMMENT

XI. EXECUTIVE SESSION

None required.

XII. ADJOURNMENT

Motion made by Trustee Skibinski and seconded by Trustee Labuda to adjourn the meeting. All trustees voted "Aye." Motion Carried.

President Stephens adjourned the meeting at 7:06 pm.

Respectfully Submitted:

Recorded By:

Erin Skibinski
Secretary

Jessica Stacy
Recorder