

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

May 26, 2022

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:04 p.m. She asked meeting attendees to observe a moment of silence for the Uvalde, Texas community.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

Present: Trustee Knutson, Trustee Schneider, Trustee Skibinski, Trustee Look, Trustee Wagner, & Trustee Karabis

Absent: Trustee Drisko

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

Citizens Advisory Committee:

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the April 28, 2022 Meeting

***Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held April 28, 2022. Seconded by Trustee Wagner. All trustees voted "Aye."***  
***Motion carried.***

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for April 2022.

A. Review of Bills for April 2022

***Motion made by Trustee Skibinski to approve the bills for April 2022 as presented. Seconded by Trustee Wagner. Roll call vote.***

Drisko                      —

Knutson                    AYE

Karabis	AYE
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

***Motion carried.***

- B. Maintenance Expense V. Budget—Utilities down from March, Aleck plumbing bill for East End blockage
- C. Line of Credit Status—No changes
- D. Profit & Loss V. Last Year—Above budget, but increased donations and tax revenue offset difference
- E. Balance Sheet as of April 29, 2022

VIII. Committee Reports

- A. Finance Committee—Did not meet this month
- B. Policy & Personnel Committee—Met May 16<sup>th</sup>; only two months' worth of policies left to review
- C. Building & Grounds Committee—Did not meet this month
- D. Strategic Plan Committee—Surveys were distributed; good response rate in first two days. Received 300 responses so far. Survey is up through July 4<sup>th</sup>, with focus groups scheduled for August & September.

IX. Correspondence

None.

X. Old Business

A. HVAC Replacement Project

- 1. Owner's rep recommends whole building assessment before project proceeds, due to moisture leaks in building envelope and concerns about possible asbestos tile in ceiling. Reached out to architects for proposals, which will be presented at June meeting.

B. FY22–23 Working Budget

***Motion made by Trustee Schneider to approve the working budget for FY22–23. Seconded by Trustee Knutson. Health insurance renewal is higher than expected, at***

**15% increase, but extra expenses are offset by error overestimating eligible employees. Youth book budget increase to replace worn materials. Roll call vote.**

Drisko	—
Knutson	AYE
Karabis	AYE
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

**Motion carried.**

XI. New Business

A. Alcohol in the Library Policy

**Motion made by Trustee Skibinski to approve the Alcohol in the Library Policy as revised. Seconded by Trustee Wagner. Minor changes to cite relevant laws. All trustees voted “Aye.” Motion carried.**

B. Unattended Children Policy

**Motion made by Trustee Wagner to approve the Unattended Children Policy as revised. Seconded by Trustee Skibinski. Staff recommended lowering age of persons responsible for children under 8 to be high school age or older. All trustees voted “Aye.” Motion carried.**

C. Borrowing Privileges Policy

**Motion made by Trustee Knutson to approve the Borrowing Privileges Policy as revised. Seconded by Trustee Wagner. Eliminated processing fee for lost or damaged materials. All trustees voted “Aye.” Motion carried.**

D. Temporary Covid-19 Paid Leave Policy

**Motion made by Trustee Skibinski to extend the Temporary Covid-19 Paid Leave Policy until December 31, 2022. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.**

E. Director Evaluation—June—President Look asked Trustees to fill out director evaluation online and send to her by June 15th. She and Vice President Skibinski will compile results and present at executive session in June meeting. Director Kowalcze distributed the self-evaluation sheet she will be completing for the Board to view.

XII. Librarian's Report

The Board members received the April 2022 monthly librarian's report from Director Kowalczke for review by the trustees, including information on the following:

- A. Administration—Patron was left in library after closing. She contacted the police, triggering the alarm and the director to respond. Patron left library safely. Director Kowalczke to attend Director's University June 6–10 in Springfield.
- B. Building & Grounds—Replaced broken hardware on door to Adult Services Office.
- C. Technology—Security camera plans finalized, adding 4 new exterior cameras. Lines will be run soon, with cameras installed once in stock.
- D. Community—Due to several community members seeking to memorialize loved ones, Director Kowalczke is considering donation plaques. Mail-in ballot box placed in lobby for June primary.
- E. Youth Services—New "Let's Talk" collection for discussing difficult topics with kids.

XIII. Public Comment

None.

XIV. Trustee Comment

Trustee Knutson wished everyone a great weekend. Trustee Skibinski thanked everyone for a productive meeting. President Look wished everyone a good Memorial Day weekend.

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 8:01 p.m.***

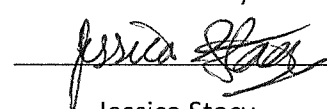
Respectfully Submitted:



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Cindy Wagner  
Secretary

Recorded By:



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Jessica Stacy  
Recorder