

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

August 26, 2021

7:00 PM

Public Hearing on the Approval of  
Budget & Appropriations Ordinance for FY21–22

I. Call to Order

President Look called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

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

Absent:

Also Present: Amanda Kowalcze and Melissa Rice

Citizens Advisory Committee: Emily Meszaros

IV. Introduction of Visitors

None.

V. Comments on the Budget & Appropriation Ordinance for FY21–22

None.

VI. 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 7:03 p.m.***

Regular Meeting Agenda

I. Call to Order

President Look called the meeting to order at 7:04 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

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

Absent:

Also Present: Amanda Kowalcze and Melissa Rice

Citizens Advisory Committee: Emily Meszaros

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the July 22, 2021 Meeting

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

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for July 2021.

A. Balance Sheet as of July 30, 2021

B. Review of Bills for July 2021

***Motion made by Trustee Drisko to approve the bills for July 2021 as presented.***

***Questions regarding Malwarebytes services and fixture in men's restroom.***

***Seconded by Trustee Wagner.***

***Roll call vote***

***Drisko***                      ***AYE***

***Knutson***                     ***AYE***

***Karabis***                     ***AYE***

***Skibinski***                    ***AYE***

***Wagner***                     ***AYE***

***Schneider***                 ***AYE***

**Look**                      **AYE**

***Motion carried.***

- C. Line of Credit Status— Current balance of \$350,000. Pending projects will bring balance to around \$301,000.
- D. Profit & Loss V. Last Year—Payroll higher due to third pay period in July.
- E. Maintenance Expense V. Budget—Average month.

VIII. Correspondence  
None.

IX. Unfinished Business  
None.

X. New Business

- A. Award Siding Project Bid—Juris & Associates recommends DuPree Construction Company. Live and Learn Grant of \$25,000 to supplement project cost.

***Motion made by Trustee Drisko to proceed with bid from DuPree Construction Company for the siding project for \$57,099, with all three alternatives, including a \$2,000 contingency allowance. Seconded by Trustee Skibinski.***

***Roll call vote***

***Drisko***                      ***AYE***

***Knutson***                      ***AYE***

***Karabis***                      ***AYE***

***Skibinski***                      ***AYE***

***Schneider***                      ***AYE***

***Look***                              ***AYE***

***Wagner***                      ***AYE***

***Motion carried.***

- B. Budget and Appropriation Ordinance for FY2021–2022

***Motion made by Trustee Wagner to approve the Budget & Appropriation Ordinance for FY21–22. Seconded by Trustee Schneider.***

***Roll call vote***

***Drisko***            *AYE*

***Knutson***           *AYE*

***Karabis***            *AYE*

***Skibinski***           *AYE*

***Schneider***        *AYE*

***Look***                *AYE*

***Wagner***            *AYE*

***Motion carried.***

C. Building Maintenance Tax Ordinance

***Motion made by Trustee Schneider to approve the Building Maintenance Tax Levy. Seconded by Trustee Skibinski.***

***Roll call vote***

***Drisko***            *AYE*

***Knutson***           *AYE*

***Karabis***            *AYE*

***Skibinski***           *AYE*

***Wagner***           *AYE*

***Schneider***        *AYE*

***Look***                *AYE*

***Motion carried.***

D. Illinois Public Library Annual Report (IPLAR)

1. Summary of IPLAR report presented by Director Kowalcze to the board.

E. Staff In-Service Day on October 22, 2021

***Motion made by Trustee Drisko to approve the library closing for a staff in-service day October 22, 2021. The day will include safety and customer service training, department meetings, and a team building activity. Seconded by Trustee Knutson. All trustees voted "Aye." Motion carried.***

F. Patron Donation

1. Generous donation from a former community member.

XI. Librarian's Report

The Board members received the July 2021 monthly librarian's report from Director Kowalczek for review by the trustees, including information on the following:

A. Covid Mask Policy

1. Library reinstated mask mandate for all patrons and staff on August 2nd, regardless of vaccination status, in accordance with CDC and IDPH guidance.

B. Administration

1. Audit of Ordinances and Minutes and IPLAR report completed.
2. Plan to review and update library job descriptions.

C. Building

1. Bill's Lawn Maintenance installed new drains on east and north sides of building. New gutters to be installed soon.
2. Water damage and mold discovered in Reading Room. Repairs pending.
3. Bag worm infestation detected and treated.

D. Friends of the Library

1. Combined community garage sale and book sale August 7<sup>th</sup> was successful. Friends look to repeat in future.

E. Community

1. Library Card Signup promotion in September. Campaign includes Facebook ad, postcard, and Friends-sponsored raffle.
2. Community member to donate tree in honor of daughter.

F. Adult Services

1. Take & Make community tapestry finished and on display near West End.

G. Circulation

1. Offering passes to Illinois Philharmonic Orchestra.

H. West End

1. New Computer Desk Assistant has been hired.

I. Youth Services

1. Successful summer reading program with 600 youth and teen participants.
2. Limited in-person programs and art activities doing well.

XII. Public Comment

None.

XIII. Trustee Comment

Trustee Schneider is interested in testing a new reporting format for the library's finances. Trustee Knutson thanked all involved for an informative New Trustee Orientation prior to the board meeting. Trustee Skibinski thanked new trustees for their patience with orientation. Any trustees interested in adding ideas/volunteer work/action items to the meeting agenda should submit them to the director and board president. President Look thanked everyone for their time with orientation and wished them a nice weekend.

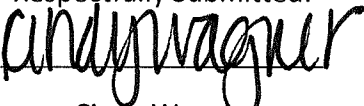
XIV. Executive Session

None required.

XV. Adjournment

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

***President Look adjourned the meeting at 7:57 p.m.***

Respectfully Submitted:  
  
Cindy Wagner  
Secretary

Recorded By:

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Jessica Stacy  
Recorder