

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
July 22, 2021
7:00 PM

- 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 Knutson, Trustee Karabis, Trustee Skibinski, Trustee Schneider, Trustee Wagner, & Trustee Look
Absent:
Also Present: Amanda Kowalcze, Denise Wargowsky, Nicole Suhm
Citizens Advisory Committee:

- IV. Introduction of Visitors
No visitors present.

- V. Public Comment—Agenda Items Only
No public present.

- VI. Approval of Minutes from the June 24, 2021 Board Meeting
Motion made by Trustee Wagner to approve the minutes of the regular board meeting held June 24, 2021. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.

- VII. Treasurer's Report
Trustee Schneider read the treasurer's report for June 2021.
 - A. Balance Sheet as of June 30, 2021
 - B. Review of Bills for June 2021
Motion made by Trustee Skibinski to approve the bills for June 2021 as presented. Seconded by Trustee Wagner. Questions made regarding HVAC Software upgrade and IT Service Renewal.

Roll call vote

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

Motion carried.

C. Line of Credit Status

D. Profit & Loss—Some bills still need to be added to FY20-21, but there should be money remaining in the General Fund to be transferred into the Special Reserve Fund.

E. Maintenance Expense V. Budget

VIII. Correspondence

Annexation letter from Village of Matteson to annex half an acre of land east of intersection of Harlem Ave. and Route 30. Director Kowalcze reported a new hearing date but nothing else has changed since last communication, and since we are a Library District, the Village annexation does not affect our District map.

Thank You from SASHA Farm in Michigan for having them as part of our Midwest Sanctuaries Tour. Director Kowalcze reported that this sanctuary sent a thank you note after a successful patron program.

IX. Unfinished Business

A. Existing Siding Replacement Project

1. Director Kowalcze has been in contact with Jonathan, and the 2 weeks' notice has for bids been given, with the mandatory walkthrough date on August 4th. Bids will be due on August 18th. The bids will be discussed and awarded during the regular August Board Meeting on August 26th. Director Kowalcze will email everyone what time the bids will be open.

B. Sunday Service Hours

1. Director Kowalcze has met with the managers and discussed potentially waiting until October to reopen for Sunday Service Hours since right now, schools are not open and no data is available yet for how busy the library will be. The managers will arrange October's schedule around being open on Sunday and will change it if the data does not support Sunday Service Hours. Board President Look has been seeing more people coming into the library tutoring and browsing, in addition to the hard data suggesting that more people are using the library now, though this does not necessarily carry over to the school year. Director Kowalcze will put this on the Board Agenda for September.

C. Board Orientation

1. Orientation will take place on August 26, 5:30-6:30pm, before the August Board Meeting. Board President Look and Vice President Skibinski worked with Director Kowalcze and Assistant Director Rice to create the agenda for the Board Orientation. Vice President Skibinski reminded everyone to bring their Board Handbooks. Board President Look plans on also talking through processes as they occur throughout board meetings to reinforce what is discussed at the Board Orientation.

X. New Business

A. Insurance Update

1. Director Kowalcze reported that insurance has not changed significantly from the previous year with premiums and coverage staying relatively the same, with the exception of changing cyber liability insurance from Philadelphia to Chubb, which provides broader coverage at a lower price. Vice President Skibinski reminded the Board that the insurance broker this is one of the vendors we work with that is reviewed every few years to compare quotes and servicing.

B. North Side Gutter and Drainage Project

1. This project is to add drainage and down spouts to the north side outside the Reading Room, as it gets flooded every time it rains. Board President Look asked Director Kowalcze to look into the Reading Room and any damage or mold. Trustee Karabis asked if this water damage would be covered by insurance, and Director Kowalcze will look into it. Board President Look would like to err on the side of caution, and Director Kowalcze will investigate having someone come out to check for mold. Trustee Drisko suggested having someone reseal the foundation in that area as a preventative, in addition to other steps. Board President Look and Vice President Skibinski believe the water damage started after the West End addition was built.

Motion made by Trustee Schneider to approve funding the landscaping and gutter project from the Line of Credit in the amounts of \$6,795 to Bill's Lawn Maintenance and Landscaping and \$11,325 to Exteriors of Time II, Inc. Seconded by Trustee Drisko.

Roll call vote

<i>Drisko</i>	<i>AYE</i>
<i>Knutson</i>	<i>AYE</i>
<i>Karabis</i>	<i>AYE</i>
<i>Skibinski</i>	<i>AYE</i>
<i>Wagner</i>	<i>AYE</i>
<i>Schneider</i>	<i>AYE</i>
<i>Look</i>	<i>AYE</i>

Motion carried.

XI. Director's Report

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

- A. Statistics— Over the course of FY20-21, we had significant checkouts of Digital materials. Checkouts through Overdrive placed us as 4th highest out of the MediaOnDemand consortium.
- B. Library Updates
1. Director Kowalcze reported that the Fall Fest is September 5th, and the theme is going to be 1961, since it has been 60 years since the first Frankfort Volunteer Library was founded. Adult Services Summer Reading participation is about where it was in previous years, with 290 adults. The Community Mural was completed. The library is currently hiring for several positions, including two page positions and one circulation assistant position. In-person programs have begun again with a good amount of participation. The Friends of the Library held a Book Sale on July 9th and are planning a Community Garage Sale in August. There is also a community puzzle art project currently being offered in Adult Services until the end of July. In Youth Services, there were issues with children not wearing masks, but additional signage and conversations have helped. Trustee Drisko asked where the mask guidelines came from in 2020 due to the increase in COVID-19 Delta variant cases, and Board President Look said the guidelines came from the CDC and the state government. Vice President Skibinski said the phases were followed with Illinois’ policies. Board President Look said there will also be confusion based on what schools’ policies are. Frankfort school districts have not released a policy yet. Vice President Skibinski suggested keeping an eye on the numbers and potentially empowering Director Kowalcze to make mask decisions based on changing numbers without needing to call an emergency Board Meeting.

XII. Public Comment
No public present.

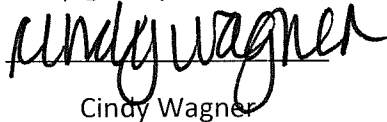
XIII. Trustee Comment
Vice President Skibinski thanked Director Kowalcze for the report and the board for attending. Trustee Wagner and Knutson are happy to be here. Trustee Schneider, Karabis, and Drisko thanked Director Kowalcze for the report. Board President Look thanked everyone for their participation and engagement.

XIV. Executive Session
None required.

XV. 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 8:09 p.m.

Respectfully Submitted:

A handwritten signature in black ink that reads "Cindy Wagner". The signature is written in a cursive style and is positioned above the printed name.

Cindy Wagner
Secretary

Recorded By:

Nicole Suhm
Recorder