

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
May 25, 2023  
7:00 PM

OLD TERM 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 Look, Trustee Skibinski, Trustee Karabis, Trustee Knutson, & Trustee Wagner  
Absent: Trustee Schneider  
Also Present: Amanda Kowalcze, Melissa Rice, & Denise Wargowsky  
Citizens Advisory Committee: Brooks Stenoish & Jaclyn Freitag
- IV. Introduction of Visitors  
Tracey Bohl, District Resident interested in Citizen’s Advisory Committee.
- V. Public Comment—Agenda Items Only  
None.
- VI. Approval of Minutes from the April 27, 2023 Meeting  
***Motion made by Trustee Wagner to approve the minutes of the regular board meeting held April 27, 2023. Seconded by Trustee Skibinski. All trustees voted “Aye.” Motion carried.***
- VII. Committee Reports
  - A. Finance Committee—Did not meet.
  - B. Policy & Personnel Committee—Did not meet.
  - C. Building & Grounds Committee—Did not meet.

- D. Strategic Plan Committee—Met May 3 to develop Strategic Plan to be discussed under item X.

VIII. Treasurer's Report

Trustee Skibinski read the Treasurer's report for April 2023.

- A. Review of Bills for April 2023

***Motion made by Trustee Drisko to approve the bills for April 2023 as presented.  
Seconded by Trustee Wagner. Roll call vote.***

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

***Motion carried.***

- B. Maintenance Expense V. Budget
- C. Capital Projects Fund Status—No new charges.
- D. Profit & Loss V. Last Year—Extra tax revenue due to Personal Property Replacement Tax changes to be used for purchases such as micro shredder, West End tables, etc.
- E. Balance Sheet as of April 28, 2023

IX. Correspondence

- A. Thank You Card from Christmas Without Cancer—Organization hosting shoe drive in library vestibule shared their thanks to the library.
- B. Email Regarding Library Courtyard—Email to President Look from patron regarding outdoor space use for youth. Patron recommended a student be invited to join the Citizens Advisory Committee. Board discussed inviting Teen Advisory Board members to meetings.

X. Old Business

A. Strategic Plan for 2023–2026

***Motion made by Trustee Skibinski to approve the Strategic Plan for 2023–2026. Seconded by Trustee Karabis. President Look recognized strategic plan committee members, including Citizens Advisory Committee members and several library staff members for their contributions to the committee. Four areas of focus for growth include Space, Communication, Experience, & Access. Each focus area has multiple goals and objectives. Board discussed options to advertise the strategic plan to patrons and how to communicate when a goal has been achieved. Document is meant to be a living document that will be assessed and reviewed at least quarterly. All trustees voted “Aye.” Motion carried.***

XI. New Business

A. Resolution in Recognition of Erin Skibinski

***Motion made by Trustee Knutson to approve the resolution in recognition of Erin Skibinski. Seconded by Trustee Wagner. President Look read a resolution to honor Trustee Skibinski’s eight years of service with the Board. All trustees voted “Aye.” Motion carried.***

B. Acceptance of Election Results of the April 4, 2023 Election

1. Director Kowalcze presented results of the April 4, 2023 election for Frankfort Library District Trustees.

*Officials elected to 4-year terms:*

	<b>Cook County Votes</b>	<b>Will County Votes</b>
Katherine Foulk Veach	23	2,987
Jan Look	18	3,041

***Motion made by Trustee Drisko to approve the results of the April 4, 2023 election. Seconded by Trustee Skibinski. All trustees voted “Aye.” Motion carried.***

C. Administration of Oath of Office for Jan Look

XII. Public Comment

None.

XIII. Trustee Comment

Board and staff members thanked Trustee Skibinski for her service.

XIV. Adjournment

***Motion made by Trustee Wagner and seconded by Trustee Karabis to adjourn the meeting. All trustees voted "Aye." Motion carried.***

***President Look adjourned the meeting at 8:07 p.m.***

NEW TERM MEETING AGENDA

I. Call to Order

Trustee Look called the meeting to order at 8:17 p.m.

II. Appoint President Pro Tempore

***Motion made by Trustee Look to nominate Trustee Wagner as president pro tempore. All trustees voted "Aye." Motion carried.***

III. Roll Call

Trustee Wagner called the roll call.

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

Absent: Trustee Schneider

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

Citizens Advisory Committee: Brooks Stenoish, & Jaclyn Freitag

IV. Election of Officers

A. Election of Board President

***Motion made by Trustee Wagner to nominate Trustee Look as the new board president. All trustees voted "Aye." Motion carried.***

B. Election of Board Officers

***Motion made by Trustee Look to nominate Trustee Wagner as the new board vice president. All trustees voted "Aye." Motion carried.***

***Motion made by Trustee Look to nominate Trustee Knutson as the new board secretary. All trustees voted "Aye." Motion carried.***

***Motion made by Trustee Drisko to nominate Trustee Schneider as the new board treasurer. All trustees voted "Aye." Motion carried.***

V. Committee Appointments

- A. Finance Committee—Trustee Schneider, Trustee-elect Veach, & Trustee Karabis
- B. Policy & Personnel Committee—Trustee Knutson & Trustee Wagner
- C. Building & Grounds Committee—Trustee-elect Veach, Trustee Drisko, & Trustee Schneider
- D. Strategic Plan Committee—Trustee Look & Trustee Knutson

VI. Public Comment—Agenda Items Only

Trustee Drisko recommends moving committee meetings to afternoons to align with strategic plan goals of access and communication.

VII. Old Business

- A. Masonry Projects (Tuckpointing & Courtyard Wall)
- B. Full Building Sealant Project
- C. Parking Lot Sealcoating and Striping
- D. FY23–24 Capital Priorities  
***Motion made by Trustee Drisko to table the Capital Priorities for FY23–24 until the Building & Grounds Committee can review project bids in depth. Seconded by Trustee Karabis. All trustees voted “Aye.” Motion carried.***
- E. Meeting Room Policy  
***Motion made by Trustee Karabis to table the Meeting Room Policy as amended until the June meeting. Seconded by Trustee Wagner. All trustees voted “Aye.” Motion carried.***
- F. Standards for IL Public Libraries Review: Ch. 4 & 5  
***Motion made by Trustee Drisko to approve tabling the Standards for IL Public Libraries Review: Ch. 4 & 5 until the July meeting. Seconded by Trustee Karabis. All trustees voted “Aye.” Motion carried.***
- G. Financial Advisor—Jamie Rachlin has prepared information to present to the board. Special meeting will be held at 6:15 p.m. prior to the June meeting.
- H. Director Evaluation—June—To be held during executive session during June meeting.

VIII. New Business

- A. Salary Schedule  
***Motion made by Trustee Wagner to approve the 2023 Salary Schedule as amended. Seconded by Trustee Karabis. Roll call vote.***

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

***Motion carried.***

B. Library Website Redesign

1. Received quotes from four companies. Will be primarily funded with Will County ARPA grant. Staff are recommending CyberOptik.

C. Computer Purchase

***Motion made by Trustee Wagner to approve the purchase of seven new Dell computers for an amount not to exceed \$6,000. Seconded by Trustee Knutson. Board discussed technology lifecycle plan to replace smaller amounts of computers regularly to maintain warranties and allow purchases to be funded by regular budget.***

***Roll call vote.***

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

***Motion carried.***

D. Tablets for Board Meetings

1. Director Kowalcze discussed the option of tablets for board members to use in meetings. Will find options to share with the board.

E. Appointment of Decennial Committee on Local Government Efficiency Members

***Motion made by Trustee Look to approve the appointment of Citizens Advisory Committee members Julie Terlep, Brooks Stenoish, Jaclyn Freitag, and Lauren***

***McDonald as members of the Decennial Committee on Local Government Efficiency. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.***

- F. Decennial Committee on Local Government Efficiency Meeting  
***Motion made by Trustee Drisko to move into the Decennial Committee on Local Government Efficiency Meeting. Seconded by Trustee Wagner. Please see minutes from Decennial Committee meeting for further details. All trustees voted "Aye." Motion carried.***

IX. Librarian's Report

The Board members received the April 2023 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Youth Services

1. Laura retiring this month.

X. Public Comment

None.

XI. Trustee Comment

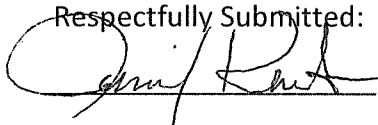
Trustees thanked Erin Skibinski for her service to the board. President Look thanked everyone for attending.

XII. Adjournment

***Motion made by Trustee Wagner and seconded by Trustee Karabis to adjourn the meeting. All trustees voted "Aye." Motion carried.***

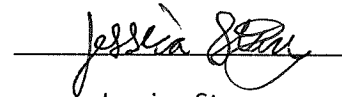
***President Look adjourned the meeting at 9:04 p.m.***

Respectfully Submitted:



Jennifer Knutson  
Secretary

Recorded By:



Jessica Stacy  
Recorder