

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

October 22, 2020

6:00 PM

I. Call to Order

President Look called the meeting to order at 6:00 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Labuda called the roll call.

Present: Trustee Schneider, Trustee Slovak, Trustee Albert, Trustee Look, Trustee Skibinski, & Trustee Labuda

Absent: Trustee Tylk

Also Present: Pierre Gregoire

Citizens Advisory Committee:

IV. Introduction of Visitors

Melissa Rice, Head of Adult Services

V. Public Comment—Agenda Items Only

Motion made by Trustee Slovak to table agenda item XIV, executive session for director's review, until next board meeting on November 19, 2020. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.

VI. Approval of Minutes from the September 24, 2020 Meeting

Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held September 24, 2020. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Albert read the treasurer's report for September 2020.

A. Balance Sheet as of September 30, 2020 & line of credit paid out

B. Review of Bills for September 2020

Motion made by Trustee Labuda to approve the bills for September 2020 as presented. Seconded by Trustee Schneider. Questions made regarding approval

process for printer/copy/fax machine loan. All trustees voted “Aye.” Motion carried.

- C. Profit & Loss V. Last Year
- D. Expense V. Budget July –September 2020—Revenue is under budget due to no fines or fees. Trustees discussed turning fines and fees back on with one-month notice to patrons. Programming, Outreach, & Building Utilities are below budget. Youth Video Games, Automation, Telephone, & Professional Services are over budget. Payroll is right on budget. Maintenance will be on target once CARES Act loan disburses and is applied. Director Gregoire received estimate to replace rotted dormers and has added project to capital priorities list for \$50k. Board discussed receiving proposals for needed work. Barn demolition is pending engineer.

VIII. Correspondence

Facebook compliment from patron praising the library and staff for their ingenuity with maintaining services during Covid. Letter from another patron, extending her appreciation for the library.

IX. Unfinished Business

A. Sunday Hours

- 1. Survey of local libraries—average is 57.1 open hours, FPLD has 64 open hours
- 2. Hourly evening door count & Saturdays October 2020—examining hours with most traffic

B. Appointment of James Mommsen to Citizens Advisory Committee

- 1. Honoree not present

C. Capital Priorities Status

- 1. Book Drop—will discuss placement in November meeting

X. New Business

A. Open Executive Session Meeting Recordings to the Public

Motion made by Trustee Slovak to approve Resolution No. 2020-01. Seconded by Trustee Schneider.

Roll call vote:

Slovak	AYE
Albert	AYE
Look	AYE
Skibinski	AYE

Schneider AYE

Labuda AYE

Tylk —

Motion carried.

- B. Approval of Payment of \$2,012.40 to Batteries + Bulbs for Back Room LED Fixtures and Bulb Replacements

Motion made by Trustee Labuda to approve the payment of \$2,012.40 to Batteries + Bulbs for back room LED fixtures and bulb replacements. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.

- C. Per Capita Requirement—Review Personnel Chapter of "Serving our Public 3.0"

XI. Librarian's Report

The Board members received the September 2020 monthly librarian's report from Director Gregoire for review by the trustees, including information on the following:

A. September Snapshot

1. Statistics—number of programs is only slightly lower than 2019, but attendance is down by about half

B. Race & Equity Policy status

1. Initiatives: monthly staff emails; movie/documentary film review; quarterly staff small discussion group.
2. "Telling a Peoples Story" display in November

XII. Public Comment

None.

XIII. Trustee Comment

Trustee Skibinski encouraged attendees and board members to seek candidates in the community to run for election to the board. Trustee Schneider is thankful for the work of the library and is looking forward to spending more time on the board. President Look thanked the staff for their hard work during this time.

XIV. Executive Session

Tabled until November meeting

XV. Adjournment

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

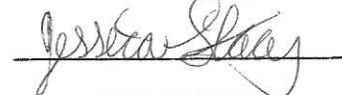
President Look adjourned the meeting at 7:27 p.m.

Respectfully Submitted:



Julia Labuda
Secretary

Recorded By:



Jessica Stacy
Recorder