

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

January 24, 2019

7:00 PM

I. CALL TO ORDER

President Stephens called the meeting to order at 7:41 p.m.

II. PLEDGE OF ALLEGIANCE

Attendees recited the Pledge of Allegiance.

III. ROLL CALL: Trustee Skibinski called the roll call.

Present: Trustee Leyva, Trustee Labuda, Trustee Skibinski, Trustee Look, and Trustee Stephens

Absent: Trustee Albert and Trustee Tylk

Also Present: Pierre Gregoire

IV. INTRODUCTION OF VISITORS

Library staff: Melissa Rice, Jen Pagnini, Mary Beth Harvey, Sandy Anderson, and Monica Murphy.

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

Sandy Anderson, Youth Services Librarian, asked the board how soon they would move forward with closing on Sundays.

VI. APPROVAL OF MINUTES FROM THE DECEMBER 6, 2018 MEETING

Motion made by Trustee Labuda to approve the minutes of the regular board meeting held December 6, 2018. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

VII. TREASURER'S REPORT

Director Gregoire read the treasurer's report for December 2018.

1. Fund Balances—Net fund balance as of December 31, 2018 is \$1,841,377.07. Any balance in Building and Site fund at the end of each year will go toward General Budget, as overall net balance is steadily decreasing each year.
2. Review of Revenue—First Pass Working Budget for FY2019-2020 is \$2,503,243 a 1.65% increase over FY2018-2019 Next years revenue can be anticipated to be at least 2.4% (CPI) increase over FY2018-2019 (tax cap).

VIII. REVIEW OF BILLS FOR NOVEMBER AND DECEMBER 2018

Motion made by Trustee Labuda to approve the bills for December 2018 as presented. Seconded by Trustee Skibinski. Questions were made concerning false alarm charges from the fire department and routine maintenance from Orkin. All trustees voted "Aye." Motion carried.

IX. CORRESPONDENCE

None.

X. UNFINISHED BUSINESS

None.

XI. NEW BUSINESS

1. FY 2018–2019 Expenditure Forecasts

- a. Expected operations expenses, minus special reserve budget, will be around the same as FY 15–16 (\$680,000) which will include \$125,543 in Building Reserve money.

Expected personnel expenses, including professional development, IMRF, gross pay, and health insurance, can be held to \$1.4 million, with a. Estimated budget, including goal to build a special reserve of \$75,000 to increase the net fund balance, is \$2.4 million, an increase of 1.65% over previous year. Trustees discussed revenue from potential housing developments and an expected 2.4% increase in CPI. Plans to lower costs for newsletter include circulating only one or two per year or replacing them with postcards. Director Gregoire provided a list to the board detailing user volume of each online database. Director Gregoire will reach out to Frankfort Chamber of Commerce to request compensation for a business database of which they are the primary users.

2. Change library hours to eliminate Sundays all year

Director Gregoire reported door count for each Sunday from September 2018 through December 31, 2018 averages 221 patrons. Potential \$16,000 decrease in expenditures by closing the library on all Sundays. The board discussed the best time to institute the change, ranging from not reopening on Sundays after summer break to eliminating Sundays in early 2020.

Motion made by Trustee Leyva to table discussion of eliminating Sunday hours throughout the year until April 2019. Seconded by Trustee Look. All trustees voted "Aye." Motion carried.

3. Turn off automatic renewals in SWAN

The board discussed the best way to notify patrons of the effective date.

Motion made by Trustee Labuda to turn off automatic renewals in SWAN catalog as of March 1, 2019. Seconded by Trustee Look. All trustees voted "Aye." Motion carried.

XII. LIBRARIAN'S REPORT

The board members received the November and December monthly librarian's report from Director Gregoire for review by the trustees, including information on the following:

1. Library at a Glance—Director Gregoire provided Trustees with a statistical summary of the library's usage and community impact within the past year. Trustees proposed posting in patron accounts the amount that patrons are saving by using the library's resources.

XIII. PUBLIC COMMENT

Monica Murphy of Tech Services stated that the groups of patrons visiting the library are very different on Saturdays versus Sundays, making the weekend days difficult to compare. She expressed concern that if finances do not improve, there is a risk of the library remaining closed on Sundays permanently.

XIV. TRUSTEE COMMENT

Trustee Look commended the staff on their event with author Elizabeth Berg, stating that the author felt welcome and comfortable, and the program was run very well. Trustees Labuda and Skibinski thanked Director Gregoire for creating a preliminary budget for FY 18–19 on such short notice. Trustee Leyva wanted to let the library staff in attendance know that the board is making every effort possible to support the library and its employees.

XV. EXECUTIVE SESSION

None required.

XVI. ADJOURNMENT

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

President Stephens adjourned the meeting at 8:55 pm.

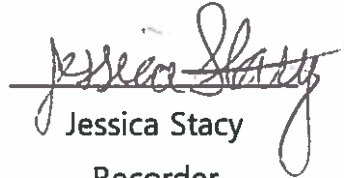
Respectfully Submitted:



Erin Skibinski

Secretary

Recorded By:



Jessica Stacy

Recorder