

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

June 25, 2020

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 Labuda called the roll call.

Present: Trustee Slovak, Trustee Look, Trustee Albert, Trustee Skibinski, Trustee Labuda, and Trustee Leyva

Absent: Trustee Tylk

Also Present: Pierre Gregoire

Citizens Advisory Committee:

IV. Introduction of Visitors

Jessica Nawrocki, Head of Circulation (via Zoom) and Melissa Rice, Head of Adult Services

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the May 21, 2020 Meeting

Motion made by Trustee Labuda to approve the minutes of the regular board meeting held May 21, 2020 as amended. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

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

A. Balance Sheet as of May 31, 2020

B. Review of Bills for May 2020

Motion made by Trustee Slovak to approve the bills for May 2020 as presented. Seconded by Trustee Labuda. Questions made regarding attendance for virtual programming, summer reading club prizes, and Amazon credits for undelivered goods due to library closing. All trustees voted "Aye." Motion carried.

- C. Profit & Loss V. Last Year—Slightly under budget in health insurance, programming, and adult book expenses. Increased expenses for library fixtures, IMRF, professional services, and legal fees.
- D. Maintenance Expense V. Budget—electricity costs down for two months due to Covid-19. Expenditures currently at \$98,000.

VIII. Correspondence

Letter from patrons requesting support for the Black Lives Matter movement. The board will review possible responses and policies at the July meeting.

IX. Unfinished Business

A. Working Budget

- 1. Treasurer’s assessment—Working budget is \$2.6 million. 68% of budget is to personnel costs. Slight decrease in budgets for Adult Books and Young Adult Books to aid in increase for Digital Materials & Hosting. Maintenance budget set at \$90,000. Total operations budget down from FY19–20 by \$80,000.

Motion made by Trustee Slovak to approve the working budget for FY20–21 as presented. Seconded by Trustee Skibinski. Questions made regarding per capita grant.

Roll call vote:

Tylk —
Slovak AYE
Albert AYE
Look AYE
Skibinski AYE
Labuda AYE
Leyva AYE

Motion carried.

- 2. May 21st board adjustments—Revenues from Fines & Fees, Meeting Room Fees, and Programming expected to reduce.
- 3. Highlighting of savings from loan refinancing
 - a) *Original estimate of savings—\$13,716 per year*
 - b) *Actual P & I cost—\$85,714 saved first year due to straight interest loan*

B. Administration of Loan Proceeds

1. Board approval for proposals
Motion made by Trustee Albert to approve administration of loan proceeds protocol. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.
2. Owner's statement to Old Plank Trail Community Bank form to Bank VP for validation
3. Check cut from proceed funds to pay vendor, signed by two check signers

C. Building Assessment Priority List

1. Review of priorities from February board meeting, guiding application of loan money—Top priorities total \$162,000. Barn demolition moved to high priority. PA system cancelled as phone paging system is adequate.

X. New Business

A. Current proposals for funding by loan proceeds

1. Sealing and restriping parking lot & repair of storm sewer
Motion made by Trustee Slovak to approve the proposal for sealing and restriping parking lot and repairing storm sewer from Blackmagic for \$13,783. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.
2. Renew bid for East End roof replacement via low bid contractor from Sept. 2019.
Motion made by Trustee Slovak to retain the services of Juris & Assoc. to renegotiate Sept. low bid contractor (Adler) to replace the east end roof for \$1,250. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.
3. Soffit repair
Motion made by Trustee Slovak to approve the proposal for repair of West End ceiling from JMC Const. for \$1,300. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.
4. Circulation wall
Motion made by Trustee Slovak to approve the proposal building wall enclosing back circ from JMC Const. for \$2,310. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.

- B. Trustee Sabbatical Protocol
 - 1. Virtual/phone attendance
 - 2. Voting
- C. Citizens Committee Mentoring
 - 1. Pair-ups—tabled for July meeting

XI. Librarian's Report

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

- A. Touchless Pickup Report
 - 1. 900 orders filled during pickup
- B. June 29 Opening Process
 - 1. Ready to open June 29th to the public with social distancing guidelines
- C. New Office Coordinator
 - 1. Starting soon on a part-time basis

XII. Public Comment

None.

XIII. Trustee Comment

President Look thanked everyone for their patience and effort. Trustee Skibinski thanked everyone for their help with Covid-19 planning. Trustee Albert suggested a virtual meeting to approve the Adler bid for roof replacement.

XIV. Executive Session

None required.

XV. Adjournment

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

President Look adjourned the meeting at 9:47 p.m.

Respectfully Submitted:



Julia Labuda
Secretary

Recorded By:



Jessica Stacy
Recorder