

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
January 28, 2021  
7:00 PM

- I. Call to Order  
President Look called the meeting to order at 7:02 p.m.
- II. Pledge of Allegiance  
Attendees recited the Pledge of Allegiance.
- III. Roll Call  
Trustee Skibinski called the roll call.  
  
Present: Trustee Albert, Trustee Slovak, Trustee Schneider, Trustee Look, and Trustee Skibinski, & Trustee Labuda  
Absent: Trustee Tylk  
Also Present: Melissa Rice and Denise Wargowsky  
Citizens Advisory Committee: Emily Meszaros
- IV. Introduction of Visitors  
David Drisko, candidate for April board of trustees election; Jenn Knutson, candidate for April board of trustees election.
- V. Public Comment—Agenda Items Only  
None.
- VI. Approval of Minutes from the November 12, 2020 Special Meeting  
***Motion made by Trustee Skibinski to approve the minutes of the special board meeting held November 12, 2020. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.***
- VII. Approval of Minutes from the December 10, 2020 Meeting  
***Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held December 10, 2020. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.***
- VIII. Approval of Minutes from the December 29, 2020 Special Meeting  
***Motion made by Trustee Slovak to approve the minutes of the special board meeting held December 29, 2020. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.***

IX. Treasurer's Report

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

A. Balance Sheet as of December 31, 2020

B. Review of Bills for December 2020

***Motion made by Trustee Slovak to approve the bills for December 2020 as presented. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***

C. Line of Credit Status—\$352,000 remaining credit available. Roof siding project will be funded by line of credit.

D. Profit & Loss V. Last Year—Overall income is \$82k over FY19–20, but expenses are up \$221k. Extra expenses include many maintenance items funded by line of credit. Automation and Library Furniture & Fixtures are above budget due to items to be funded by per capita grant for FY19–20. Payroll expenses are at 52%. Expenses are at 57% of budget for FY20–21. Fines and fees budget recommendations along with other budget adjustments to be presented at February meeting.

E. Maintenance Expense V. Budget—Building Utilities is below budget. Building maintenance is within budget after deduction of items being funded by line of credit.

X. Correspondence

Letter from Lions Club thanking our library and patrons for donating to the winter coat drive. 735 coats were donated to help keep those in our community warm.

XI. Unfinished Business

A. Director Search Discussion—Deiters & Todd Library Consulting has withdrawn their offer due to two other libraries requesting their services. Trustees summarized presentation by John Keister & Associates, LLC to the board in a special meeting held December 29, 2020. Board of Trustees discussed current personnel alignment in the library and comparison to libraries of similar size.

XII. New Business

A. Resolution Authorizing New IMRF Agent

***Motion made by Trustee Albert to approve the resolution for the appointment of new IMRF Agent Denise Wargowsky. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.***

B. Per Capita Grant Requirements

1. Review of 13 chapters of standards for Per Capita Grant application and required policies/procedures pending implementation.

C. Siding Update

1. Board reviewed contractor's estimated timeline for siding repair.

D. Book Drop Relocation

***Motion made by Trustee Labuda to approve payment to C & J Construction from line of credit for book drop relocation. Discussion of placement of crosswalk to book drop in spring. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.***

E. Approval of Director Search Consultant

***Motion made by Trustee Skibinski to approve contract with John Keister & Associates, LLC., as proposed, for director search. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***

XIII. Librarian's Report

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

A. December Snapshot—statistics

1. Circulation is down by half from previous year, door count is at a quarter of the previous year.

B. Covid-19 Status

1. All staff are currently healthy and working as planned. Capacity is 25 patrons.

XIV. Public Comment

Emily Meszaros is advocating for library cards for staff at School District 157C and a larger partnership between community schools and the library.

XV. Trustee Comment

Trustee Skibinski thanked the other board members for their insight into the John Keister & Associates meeting. President Look thanked everyone for working together as a team.

XVI. Executive Session

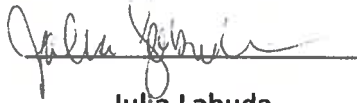
None required.

XVII. Adjournment

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

***President Look adjourned the meeting at 8:50 p.m.***

Respectfully Submitted:



Julia Labuda  
Secretary

Recorded By:



Jessica Stacy  
Recorder