

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
February 25, 2021
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 Skibinski called the roll call.

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

Absent: Trustee Tylk, Trustee Schneider, & Trustee Labuda

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 January 28, 2021 Meeting

Motion made by Trustee Slovak to approve the minutes of the regular board meeting held January 28, 2021 as amended. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Albert read the treasurer's report for January 2021.

A. Balance Sheet as of January 31, 2021

B. Review of Bills for January 2021

Motion made by Trustee Slovak to approve the bills for January 2021 as presented. Seconded by Trustee Skibinski. Questions made regarding water and waste disposal bills. All trustees voted "Aye." Motion carried.

- C. Line of Credit Status—Changes recommended to documentation of planned payments from Line of Credit.
- D. Profit & Loss V. Last Year—Automation and Library Furniture and Fixtures over budget due to expenses covered by the line of credit. Savings on Director salary, with deduction of Interim Director’s bonus, to fund most of the cost of director search.
- E. Maintenance Expense V. Budget—Building Utilities under budget. All priority maintenance items completed or planned.

VIII. Correspondence

Letter received from patron Denise Jawor, complimenting several staff on their helpfulness. Positive comments from patrons regarding book bundle program.

IX. Unfinished Business

A. Director Search Update

- 1. Initial candidate search website by John Keister & Associates was reviewed by board members and Citizens Advisory Committee. Site was updated based on feedback to better reflect the community and library. All trustees expressed satisfaction with the site after changes.

X. New Business

A. Approval of Revised Working Budget for FY20–21

Motion made by Trustee Slovak to approve Revised Working Budget for FY20–21. Recommended reductions to Revenues Budget include decrease in Fines and Fees Budget from \$27,500 to \$15,500, decrease in Meeting Room Fees Budget from \$500 to \$0, and decrease in Interest Budget from \$2,500 to \$300. Total Revenues Budget reduction of \$14,700. Programming budget decrease from \$27,000 to \$15,000. Line of Credit spend will be tracked as income. Seconded by Trustee Skibinski. All trustees voted “Aye.” Motion carried.

B. Approval of Temporary Covid-19 Paid Leave Policy

Motion made by Trustee Albert to approve Temporary Covid-19 Paid Leave Policy as amended. Seconded by Trustee Slovak. President Look recommended adding Covid-19 vaccine recovery time as a qualifying event. Trustee Slovak recommended all requests for time off under this policy be granted through the Director. All trustees voted “Aye.” Motion carried.

XI. Librarian's Report

The Board members received the January 2021 monthly librarian's report from Interim Director Rice for review by the trustees, including information on the following:

A. January Statistics

1. Currently at 25% of door count from FY19–20, while circulation is at 50%.
Patrons are attending virtual programs and enjoying take-and-make crafting.

B. Covid-19 Status

1. Visits are increasing to 2-hour limit.

C. Phone System and VOIP

1. 25% reduction in costs with switch to VOIP phone system.

XII. Public Comment

None.

XIII. Trustee Comment

President Look reminded attendees that March 2nd is Read Across America Day. She complimented the library on keeping the community engaged and continuing to provide great services to patrons. Trustee Schneider offered kudos to all staff who curated the book bundles.

XIV. Executive Session

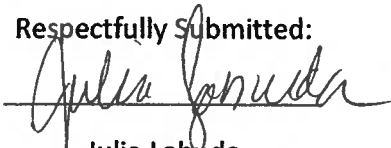
None required.

XV. Adjournment

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

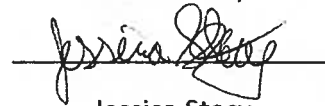
President Look adjourned the meeting at 8:28 p.m.

Respectfully Submitted:



Julia Labuda
Secretary

Recorded By:



Jessica Stacy
Recorder