

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

March 25, 2021

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:10 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Labuda called the roll call.

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

Absent: Trustee Tylk

Also Present: Melissa Rice & 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 February 25, 2021 Meeting

Motion made by Trustee Slovak to approve the minutes of the regular board meeting held February 25, 2021 as amended. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

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

A. Balance Sheet as of February 28, 2021

B. Review of Bills for February 2021

Motion made by Trustee Slovak to approve the bills for February 2021 as presented. Seconded by Trustee Labuda. Questions made regarding credited amount from former director's credit card. Billing dates for credit cards moved back one week. All trustees voted "Aye." Motion carried.

- C. Line of Credit Status
 - D. Expense vs. Budget July 2020 through February 2021—Payroll slightly under budget due to unused director budget. Unused director budget will fund Professional Services overage due to John Keister & Associates director search payment.
 - E. Maintenance Expense V. Budget—Building Maintenance Fund appears over budget due to items funded by line of credit. Actual balance, after deductions, is 57% of budget. Cares Act I & II covered overages from Building Supplies Budget.
- VIII. Correspondence
None.
- IX. Unfinished Business
- A. Director Search Update—President Look provided update on director search from John Keister & Associates. Ten candidates scheduled for Zoom meetings. Board discussed next steps for candidates and clarification to make to search committee regarding relocation expenses for out-of-state candidates. Trustees proposed inviting John Keister for presentation of remaining candidates at April board meeting.
- X. New Business
- A. Working Budget FY21–22
 - 1. Budget based on FY18–19, as previous two budgets have been atypical, due to pandemic impact on library operations. Budgeted Cook county tax revenue is anticipated, while Will county is confirmed. Board to adjust Per Capita Grant Budget to match FY20–21 amount of \$38,500. Board discussed decrease of Fines & Fees to \$15,500. Board discussed potential plans for revenue over budget. Overall projected revenue of \$2.65 million.

Most collections budgets remain the same, with 3% increase overall. Exceptions are Youth/Young Adult Books, increasing by \$2,000; Youth Video Games, increasing by \$3,000, due to database costs; and Electronic Resources, increasing by \$4,000. Proposed Programming Budget is between FY20–21 and FY18–19 Budgets. Automation Budget to increase from \$66,000 to \$92,564 to cover switch and computer upgrades. Telephone Budget decreases from \$13,500 to \$10,125. Discussions of decreasing Building Utilities Budget, based on savings from switch to LED light fixtures. Payroll Budget increase from \$1.35 million to \$1.40 million reflects state minimum

wage increase and 1.3% raise for all staff. Interim Director Rice to make board's proposed revisions and present next draft at April board meeting.

B. Security Camera Policy

1. Recommendation to adopt policy made in *Serving Our Public 4.0: Standards for Illinois Libraries*. Formal review and vote in April board meeting.

C. Approval of Reference Services Policy

Motion made by Trustee Labuda to approve the Reference Services Policy. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.

XI. Librarian's Report

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

- A. February Snapshot—As compared to previous year, door count is down 63% and circulation is down by 30%.
- B. Covid-19 Status—20% of staff fully vaccinated. Patrons are following safety measures. Early voting for April local election is underway.

XII. Public Comment

None.

XIII. Trustee Comment

Trustee Skibinski thanked Interim Director Rice for her work on the FY21–22 budget. President Look thanked everyone for attending and thanked Interim Director Rice and Trustee Albert for their work preparing the next fiscal year's budget.

XIV. Executive Session

None required.

XV. Adjournment

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

President Look adjourned the meeting at 9:09 p.m.

Respectfully Submitted:

Julia Labuda
Secretary

Recorded By:

Jessica Stacy
Recorder

