

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

April 22, 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 Schneider, Trustee Slovak, Trustee Albert, Trustee Skibinski, & Trustee Look

Absent: Trustee Tylk & Trustee Labuda

Also Present: Melissa Rice & Denise Wargowsky

Citizens Advisory Committee:

IV. Introduction of Visitors

Trustees-elect Jennifer Knutson, John Karabis, Cindy Wagner, & Dave Drisko

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the March 25, 2021 Meeting

***Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held March 25, 2021. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.***

VII. Approval of Minutes from the April 15, 2021 Special Meeting

***Motion made by Trustee Skibinski to approve the minutes of the special board meeting held April 15, 2021. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***

VIII. Treasurer's Report

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

- A. Balance Sheet as of March 31, 2021
  - B. Review of Bills for March 2021
    - Motion made by Trustee Slovak to approve the bills for March 2021 as presented. Seconded by Trustee Skibinski. Questions made regarding Southwest Town Mechanical HVAC maintenance charge and paint for library interior. Questions also made regarding fee for Frankfort Chamber of Commerce showcase, ad for School District 210 calendar, and web domain charges. Report totals to be confirmed again. All trustees voted "Aye." Motion carried.***
  - C. Line of Credit Status—Current balance of \$352,000. Deduction of two line items approved for payment, but not yet dispersed, will bring balance to \$344,000. Board discussed Capital Priorities maintenance items, including roofing project, East End air conditioning, East End air handler, and transformer. Interim Director Rice to seek bids for north side gutter repair.
  - D. Expense v. Budget July 2020–March 2021—90% of revenue received. Per Capita Grant to be applied as revenue for FY20–21 when dispersed. Friends of the Library flower sale and book sale scheduled before end of FY20–21. Periodicals, Electronic Info–databases, & Automation funds over budget. Professional Services fund over budget due to payment to John Keister & Associates for director search services, which will be covered by \$48,000 Payroll Budget savings from director salary. With final FY20–21 expenses expected to be well under budget, Trustee Albert recommends budgeted net income of \$23,000 be applied to computer and switch upgrade. Board discussed potential applications of further reserve budget at end of FY20–21.
  - E. Maintenance Expense V. Budget— All maintenance budgets running under budget. Expected reserve at end of fiscal year from Building Utilities Budget. Possibility of reserve from Building Maintenance Budget as well.
- IX. Correspondence  
Letter from patron Carol Dartsch commending Adult Services Librarian Greg Hunt for his assistance setting up her new laptop.
- X. Unfinished Business  
A. Director Search Update (informational)

1. Special meetings to be held April 26<sup>th</sup> & 28<sup>th</sup>, 5–7 p.m. for initial meetings with six director candidates during executive sessions. President Look recommends that trustees and trustees-elect prepare questions beforehand. The board hopes to select candidates for second interviews following April 28<sup>th</sup> meeting. Ideal deadline for final decision is May 15<sup>th</sup>.

2. Approval of FY21–22 Budget

***Motion made by Trustee Albert to approve working budget for FY21–22, which will be reviewed by the board quarterly. Seconded by Trustee Slovak. Fines & Fees Budget and Friends Donations Budget reduced to \$15,000 each. Budgeted revenue of \$2,653,671.26.***

***Youth DVDs and Youth Video Games Budget amounts have switched. Total Collections Budget increase of \$4,500 for Electronic Information, Digital Material & Hosting, & Electronic Resources budgets. Programming Budget increase of \$3,100. Trustee Albert recommends reattributing \$5,000 of Building Maintenance Budget to budgets for Staff Expenses and Professional Training, as incoming director and other staff may attend conferences or require training. Total Expenditures budget of \$2,644,715.68 for FY21–22, with expected reserve of \$8,955.58.***

***Roll call vote:***

Tylk	_____
Schneider	AYE
Slovak	AYE
Albert	AYE
Skibinski	AYE
Labuda	_____
Look	AYE

***Motion carried.***

XI. New Business

A. Working Budget FY21–22 (informational)

1. Trustee Albert recommends approval of current working budget and proposes incoming board and new director review budget further in July, once FY21–22 has begun.

***Motion made by Trustee Albert to amend agenda to add FY21–22 Budget Approval to Old Business for board review and vote. Seconded by Trustee Skibinski. All trustees voted “Aye.” Motion carried.***

B. Approval of Internet Access and Digital Policy

***Motion made by Trustee Skibinski to approve the Internet Access and Digital Policy. Policy update includes removal of references to express stations, which are no longer offered. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.***

XII. Librarian's Report

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

A. March Snapshot Statistics

1. Door count is half of FY19–20, but circulation remains consistent. Most programs to remain virtual, with some in-person groups going forward.

B. Covid-19 Status

1. SWAN ended mandatory quarantine of returned items. Regular library hours to resume June 1, 2021. 25% of staff fully vaccinated. Goal for two study rooms available to patrons this summer, with masks being worn and tables sanitized between patrons.

XIII. Public Comment

None.

XIV. Trustee Comment

President Look discussed May meeting agenda and outgoing board members attending to finish old business. New board will be installed to manage new business, with new officers being elected. President Look also thanked everyone for the work that has gone into the meetings and the director search. Trustee Skibinski thanked Trustee Albert for preparing his last budget for the board. Trustee Albert thanked Interim Director Rice for her assistance managing the current year's budget and offered his assistance to the new treasurer for their first month of managing the library's financial reports. Trustee Slovak congratulated incoming trustees and welcomed them to the board. Trustee Schneider thanked Trustee Albert for his work as treasurer and congratulated all incoming trustees. President Look thanked the recorder, the interim director, and office coordinator for their help.

XV. Executive Session

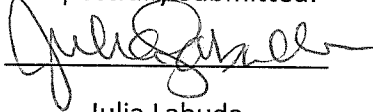
None required.

XVI. Adjournment

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

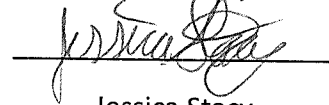
***President Look adjourned the meeting at 8:55 p.m.***

Respectfully Submitted:



Julia Labuda  
*Secretary*

Recorded By:



Jessica Stacy  
*Recorder*

