

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

December 10, 2020

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:18 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Skibinski called the roll call.

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

Absent: Trustee Tylk & Trustee Labuda

Also Present: Pierre Gregoire

Citizens Advisory Committee: Emily Meszaros

IV. Introduction of Visitors

Melissa Rice, Interim Director; Denise Wargowsky, Office Coordinator; Jim Deiters and Alex Todd of Deiters & Todd Library Consulting

V. Public Comment—Agenda Items Only

Interim Director Rice thanked Director Gregoire for his leadership.

VI. Approval of Minutes from the November 19, 2020 Meeting

Motion made by Trustee Schneider to approve the minutes of the regular board meeting held November 19, 2020. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

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

A. Balance Sheet as of November 30, 2020

B. Review of Bills for November 2020

Motion made by Trustee Slovak to approve the bills for November 2020 as presented. Seconded by Trustee Skibinski. Questions made regarding charges for legal services from Franczek and phone greeting service charges from Gregg Communications Systems. Question also made regarding Southwest Town

***Mechanical repairs, completed per usual maintenance. All trustees voted "Aye."
Motion carried.***

- C. Maintenance Expense V. Budget—Utilities are well under budget. Factoring in line of credit, maintenance expenses are well within budget.
- D. Line of Credit Status—Line of credit available is \$389,000. \$35,000 still due to Adler. Barn demolition is next maintenance priority to fund via line of credit.
- E. Profit & Loss V. Last Year—Revenue has increased nearly \$58,000 over FY19–20. Library Furniture and Fixtures fund is over budget due to new book drop. Programming is under budget by 56%. IMRF is 38% over budget. Payroll is up 9% from last year, due to new positions and payrate increases for several staff. Overall expenses have risen 16% over FY19–20.

VIII. Correspondence

None.

IX. Unfinished Business

- A. Director Search—Jim Deiters and Alex Todd via Zoom
 - 1. Company owners gave overview of search process and their experience.
- B. Staff Survey
 - 1. Google survey distributed to staff regarding desired prospective director qualities.
- C. Updates

X. New Business

- A. Approval of 2021 Board Meeting Calendar
Motion made by Trustee Skibinski to approve the board meeting calendar for 2021 as presented. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.
- B. Approval of 2021 Library Calendar
Motion made by Trustee Albert to approve the library calendar for 2021 as presented. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.
- C. Approval of Architect's Agreement for Existing Siding Replacement Project
Motion made by Trustee Skibinski to approve agreement with Robert Juris & Associates to replace siding for a total of \$5,750. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

D. Review of Director Search Consultants

Motion made by Trustee Slovak to table approval of contract with Deiters & Todd Library Consulting for a director search for a total of \$9,000 until another firm has been interviewed by the board. Seconded by Trustee Schneider. The board discussed qualifications of Deiters & Todd versus other firms. All trustees voted "Aye." Motion carried.

XI. Librarian's Report

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

A. November Snapshot—statistics

1. Door count is down 64%. Circulation is also down. Same number of programs as last year, but attendance is reduced by half.

B. Covid-19 Status

1. Several members of staff will be back in the library, post-quarantine, next week. Vestibule pickup will resume.

XII. Public Comment

XIII. Trustee Comment

President Look would like to have a special board meeting in January. Trustee Skibinski wished Director Gregoire well in his retirement. Trustee Albert commented on Director Gregoire's leadership and the organization he has built for the library. Trustee Schneider expressed his thanks to Director Gregoire for his work managing the various aspects of the library. Trustee Slovak thanked Director Gregoire for his work with the library. President Look wished Director Gregoire an enjoyable retirement. She is looking forward to working with Interim Director Rice in the new year. She also thanked Denise Wargowsky for the work she has done so far in her position as Office Coordinator, the recorder for taking minutes, and Emily Meszaros for being part of the board. She wished the board a good new year.

XIV. Executive Session

None required.

XV. Adjournment

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

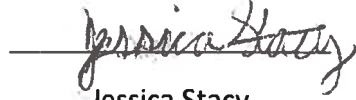
President Look adjourned the meeting at 9:32 p.m.

Respectfully Submitted:



Julia Labuda
Secretary

Recorded By:



Jessica Stacy
Recorder