

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

July 23, 2020

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 Slovak, Trustee Albert, Trustee Look, Trustee Skibinski, Trustee Leyva

Absent: Trustee Labuda, Trustee Tylk

Also Present: Pierre Gregoire

Citizens Advisory Committee: John Schneider

IV. Introduction of Visitors

Mati DeAlba, President of the Teen Advisory Board; Denise Wargowsky, Office Coordinator

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the June 25, 2020 Meeting

Motion made by Trustee Slovak to approve the minutes of the regular board meeting held June 25, 2020. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

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

A. Balance Sheet as of June 30, 2020

B. Review of Bills for June 2020

Motion made by Trustee Leyva to approve the bills for June 2020 as presented. Seconded by Trustee Slovak. Question made regarding prepaid status of pest control and cleaning services. All trustees voted "Aye." Motion carried.

- C. Profit & Loss V. Last Year
- D. Maintenance Expense YTD—Building Maintenance costs for FY19–20 are \$108,890. \$7,000 was covered by Friends of the Library for new Youth Playroom flooring. All PPE supplies are attributed to the Building Supplies budget, which totals \$10,972.
- E. Expense V. Budget FY19–20—balance of \$84,000 remaining in FY19–20 budget. Overall collection expenses \$12,000 under budget. Programming is under budget by \$2,000. Library furniture is over budget by \$10,000. Principal payment of loan and utilities are both significantly under budget. Payroll expenses over budget by \$30,000. Director Gregoire to verify. Waiting for disbursement of per capita grant to determine final budget vs. actual.

VIII. Correspondence

Letter from Trustee Leyva resigning from his position on the board.

IX. Unfinished Business

- A. Policy on Race & Equality
Motion made by Trustee Slovak to approve the Policy on Race & Equality. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.
- B. Citizens Committee Mentoring
 - 1. Plans to match Citizens Committee members with trustees according to backgrounds/aptitudes.

X. New Business

- A. Building Maintenance Tax Ordinance—levy of an additional tax of 0.02% of Equalized Assessed Valuation

Motion made by Trustee Leyva to approve the Building Maintenance Tax Levy. Seconded by Trustee Slovak.

Roll call vote:

- Tylk —
- Slovak AYE
- Albert AYE
- Look AYE
- Skibinski AYE

Labuda —

Leyva AYE

Motion carried.

- B. Non-Resident Library Card Resolution—Annual resolution setting the fee by formula for a non-resident living in an unserved area closer to our library than any other library.

Motion made by Trustee Skibinski to approve the Annual Resolution Authorizing Public Library District Non-Resident Cards. Seconded by Trustee Slovak.

Roll call vote:

Tylk —

Slovak AYE

Albert AYE

Look AYE

Skibinski AYE

Labuda —

Leyva AYE

Motion carried.

- C. Library Hours After Labor Day

1. No Sunday hours—closed on Sundays until further notice, based on current traffic versus costs of operation. Situation to be reassessed in future meeting.

- D. Trustee Vacancy Protocol

1. Board of trustees has 60 calendar days from the regular board meeting following the vacancy to fill the seat
2. Publish a notice of vacancy within 15 calendar days of the regular board meeting following the vacancy
3. Candidates must submit a letter within 15 calendar days of publication of the notice of vacancy
4. Interviews
5. Voting by October 2020 board meeting

- XI. Librarian's Report

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

A. Ongoing Phase IV Reopening Status

1. Discussion of possible mandatory paid quarantine for employees after travel to high-risk areas and testing requirements.

B. Construction Status

1. Roof—August 4th meeting with architect to sign contract. Board will meet via hybrid in-person/Zoom conference to approve bid at 7 p.m.
2. Ceiling & Wall—work completed
3. Parking Lot & Sewer—work completed

C. Programming Planning

1. Sun Sails in Youth courtyard—canopies to be mounted for summer

D. November Election Day Holiday

1. Library closed to public, but polling place will be open

XII. Public Comment

None.

XIII. Trustee Comment

Trustees Skibinski, Slovak, and Albert thanked Trustee Leyva for his years of service. Trustee Leyva thanked the board for having him. President Look welcomed Trustee Leyva to visit in the future.

XIV. Executive Session

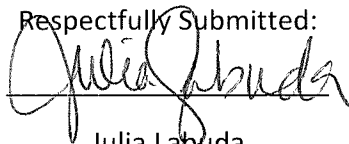
None required.

XV. Adjournment

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

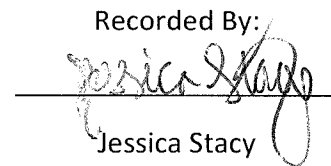
President Look adjourned the meeting at 8:54 p.m.

Respectfully Submitted:



Julia Labuda
Secretary

Recorded By:



Jessica Stacy
Recorder