

FRANKFORT PUBLIC LIBRARY DISTRICT  
SPECIAL & REGULAR MEETINGS OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

August 27, 2020

6:00 PM

Special Meeting for Vacancy on Board of Trustees

I. Call to Order

President Look called the meeting to order at 6:00 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Labuda called the roll call.

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

Absent: Trustee Tylk

Also Present: Pierre Gregoire

IV. Executive Session

***Motion made by Trustee Slovak to go into executive session to interview candidates to fill trustee vacancy. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.***

V. Adjournment

***Motion made by Trustee Slovak and seconded by Trustee Labuda to adjourn the executive session. All trustees voted "Aye." Motion Carried.***

***President Look adjourned the meeting at 6:50 p.m.***

Public Hearing on the Approval of  
Budget & Appropriations Ordinance for FY20–21

VI. Call to Order

President Look called the meeting to order at 7:00 p.m.

- VII. Pledge of Allegiance  
Attendees recited the Pledge of Allegiance.
- VIII. Roll Call  
Trustee Labuda called the roll call.  
  
Present: Trustee Slovak, Trustee Albert, Trustee Look, Trustee Skibinski, & Trustee Labuda  
Absent: Trustee Tylk  
Also Present: Pierre Gregoire  
Citizens Advisory Committee:
- IX. Introduction of Visitors  
Melissa Rice, Head of Adult Services; Denise Wargowsky, Office Coordinator
- X. Comments on the Budget & Appropriation Ordinance for FY20–21  
None.
- XI. Adjournment  
***Motion made by Trustee Slovak and seconded by Trustee Labuda to adjourn the meeting. All trustees voted “Aye.” Motion Carried.***  
  
***President Look adjourned the meeting at 7:07 p.m.***

## Regular Meeting Agenda

- I. Call to Order  
President Look called the meeting to order at 7:07 p.m.
- II. Pledge of Allegiance  
Attendees recited the Pledge of Allegiance.
- III. Roll Call  
Trustee Labuda called the roll call.  
  
Present: Trustee Slovak, Trustee Albert, Trustee Look, Trustee Skibinski, & Trustee Labuda  
Absent: Trustee Tylk  
Also Present: Pierre Gregoire  
Citizens Advisory Committee:

- IV. Introduction of Visitors  
Melissa Rice, Head of Adult Services; Denise Wargowsky, Office Coordinator
- V. Public Comment—Agenda Items Only  
None.
- VI. Approval of Minutes from the July 23, 2020 Meeting  
***Motion made by Trustee Albert to approve the minutes of the regular board meeting held July 23, 2020. Seconded by Trustee Slovak. All trustees voted “Aye.” Motion carried.***
- VII. Approval of Minutes from the August 4, 2020 Special Meeting  
***Motion made by Trustee Albert to approve the minutes of the special board meeting held August 4, 2020. Seconded by Trustee Slovak. All trustees voted “Aye.” Motion carried***
- VIII. Treasurer’s Report  
Trustee Albert read the treasurer’s report for July 2020.
- A. Balance Sheet as of July 31, 2020
- B. Review of Bills for July 2020  
***Motion made by Trustee Slovak to approve the bills for July 2020 as presented. Seconded by Trustee Labuda. Questions made regarding Covid-19 supplies and G Suite costs. All trustees voted “Aye.” Motion carried.***
- Covid-19 supply costs total \$10,420. Library has purchased bulk hand sanitizer locally. Library is seeking local grant to cover PPE supply costs of up to \$15,000.
- C. Profit & Loss V. Last Year
- D. Final Expense V. Budget for FY19–20—\$65,000 under budget. Personnel costs beyond budget have been outlined by Director Gregoire.
- IX. Correspondence  
Google Business review from patron.
- X. Unfinished Business  
A. Trustee Vacancy—to be addressed in executive session later in agenda
- XI. New Business  
A. Budget & Appropriation Ordinance for FY20–21

***Motion made by Trustee Skibinski to approve the Budget & Appropriation Ordinance for FY20–21. Seconded by Trustee Labuda.***

***Roll call vote:***

Slovak AYE

Albert AYE

Look AYE

Skibinski AYE

Labuda AYE

Tylk —

***Motion carried.***

B. Approval of Demolition Contract for Pole Barn

***Motion made by Trustee Albert to accept the proposal from Gould Brothers LLC for \$19,300 for demolition of the pole barn. Seconded by Trustee Slovak. Barn demolition is prioritized as public safety issue. Board discussed future plans for land as community-oriented outdoor space. All trustees voted “Aye.” Motion carried.***

C. Investment Policy Revised

Ensures compliance with the Illinois Sustainable Investing Act (P.A. 101–0473) as directed by the State Treasurer

***Motion made by Trustee Labuda to approve the investment policy. Seconded by Trustee Slovak. All trustees voted “Aye.” Motion carried.***

D. Patron Behavior Policy Revised

Adding unequivocal right to impose PPE

***Motion made by Trustee Labuda to approve the Patron Behavior in the Library Policy revision. Seconded by Trustee Skibinski. Board discussed broadening the revision to include specific health and safety protocol. All trustees voted “Aye.” Motion carried.***

XII. Librarian’s Report

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

A. Current state of Covid-19 at the library

Board discussed posting guidelines for plan if an employee tests positive.

B. First day to circulate nomination paper for library board of trustees Sept. 22

Nomination papers may be filed December 14–21.

- C. Roof replacement starting Sept. 1  
Main entrance to be closed one week while work is completed.
- D. Oct.16 starts early voting in meeting rooms  
Library will have mail-in ballot drop box in vestibule. Ballots will be dropped off at county clerk's office daily.

XIII. Public Comment  
None.

XIV. Trustee Comment  
Trustee Skibinski thanked everyone for a productive meeting. President Look encouraged everyone on the board to continue to advocate for the library and community.

XV. Executive Session  
***Motion made by Trustee Labuda to go into executive session at 8:50 p.m. to discuss appointment to new library board of trustees. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.***

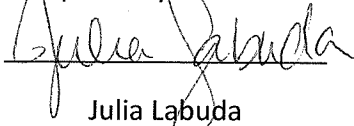
***Motion made by Trustee Slovak to end executive session at 8:52 p.m. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.***

XVI. Appointment of New Trustee  
***Motion made by Trustee Slovak to appoint John Schneider to fill vacancy on the Board of Trustees. Seconded by Trustee Labuda. All trustees voted "Aye." Motion carried.***


XVII. Adjournment  
***Motion made by Trustee Labuda 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:

  
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Julia Labuda  
Secretary

Recorded By:

  
\_\_\_\_\_  
Jessica Stacy  
Recorder

