

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

November 19, 2020

6:00 PM

- 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 Look, Trustee Skibinski, Trustee Albert, Trustee Slovak, Trustee Schneider, & 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; Brad Porter, Lauterbach & Amen auditor; Rachel Gilmore.
- V. Public Comment—Agenda Items Only  
None.
- VI. Approval of Minutes from the October 22, 2020 Meeting  
***Motion made by Trustee Slovak to approve the minutes of the regular board meeting held October 22, 2020. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.***
- VII. Treasurer's Report  
Trustee Albert read the treasurer's report for October 2020.
  - A. Audit Report for FY19–20
    1. Lauterbach & Amen—Healthy ending balance in Special Reserve Fund.  
General fund balance deficit is improving and will likely break even in two years. Similar approach recommended for next year, including segregation of duties. Discussed liquidity of surplus funds.

***Motion made by Trustee Slovak to accept the audit by Lauterbach & Amen for FY19–20. Seconded by Trustee Albert. All trustees voted “Aye.” Motion carried.***

- B. Balance Sheet as of October 30, 2020 including LOC paid out
- C. Review of Bills for October 2020

***Motion made by Trustee Labuda to approve the bills for October 2020 as presented. Seconded by Trustee Slovak. Questions regarding print ad of Budget & Appropriations Ordinance. All trustees voted “Aye.” Motion carried.***

- D. Profit & Loss V. Last Year—revenue is ahead of budget by \$42,000.
- E. Maintenance Expense V. Budget

VIII. Correspondence

Director Gregoire submitted notice of his retirement, effective December 31, 2020. Note from a patron of another library complimenting staff. Received an email from a patron praising the library and staff.

IX. Unfinished Business

A. Capital Priorities Status

- 1. Book Drop—Discussion of placement of Book Drop.
- 2. Concrete work proposal \$7,300

***Motion made by Trustee Labuda to approve contract with C&J Construction for concrete base for new book drop for \$7,300, funded by line of credit. Seconded by Trustee Skibinski. All trustees voted “Aye.” Motion carried.***

X. New Business

A. Approval of change in cleaning service

- 1. Changing cleaning service vendor to OpenWorks LLC for monthly fee of \$3,341. This is an increase in monthly fees from Image One of \$93.50/month or \$561 for the remainder of the fiscal year.

***Motion made by Trustee Slovak to approve the change in cleaning vendors to OpenWorks LLC for a monthly fee of \$3,341. Director noted concerns regarding current service as well as anticipated improvements with new vendor. Seconded by Trustee Labuda. All trustees voted “Aye.” Motion carried.***

XI. Librarian’s Report

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

A. October Snapshot—statistics

1. Door count is below 2019 door count by almost 5,000. Circulation and program attendance are also down.

B. COVID-19 status under Phase III

1. As of November 20, 2020, the library will be closed to the public, with access available by appointment for notary, proctoring, computer, & print/copy/fax services. Quarantine of materials continues. Outreach is coordinating weekly drop off of materials for patrons, by request.

XII. Public Comment

None.

XIII. Trustee Comment

None.

XIV. Executive Session

***Motion made by Trustee Albert to go into executive session at 7:28 p.m. to discuss personnel matters. Seconded by Trustee Skibinski. All trustees voted "Aye." Motion carried.***

XV. Appointment of Interim Director Effective January 1, 2021

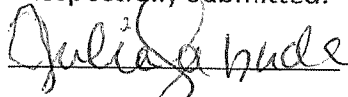
***Motion made by Trustee Labuda to appoint Melissa Rice as Interim Director effective January 1, 2021. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***

XVI. Adjournment

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

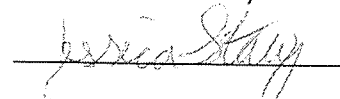
***President Look adjourned the meeting at 8:18 p.m.***

Respectfully Submitted:



Julia Labuda  
Secretary

Recorded By:



Jessica Stacy  
Recorder