

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
November 14, 2019
7:00 PM

- I. CALL TO ORDER
President Look called the meeting to order at 7:03 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 Labuda, and Trustee Leyva
Absent: Trustee Tylk and Trustee Skibinski
Also Present: Pierre Gregoire
- IV. INTRODUCTION OF VISITORS
Michael Del Valle, auditor
- V. PUBLIC COMMENT – AGENDA ITEMS ONLY
None.
- VI. APPROVAL OF MINUTES FROM THE OCTOBER 17, 2019 MEETING
Motion made by Trustee Labuda to approve the minutes of the regular board meeting held October 17, 2019. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.
- VII. TREASURER'S REPORT
Trustee Albert read the treasurer's report for October 2019.
 1. Auditor's presentation of FY2018–2019 audit
Michael Del Valle—Provided the board with an overview of the audit, noted negative balance in Building & Site fund. Also noted were adequate balances for Workers' Compensation, Illinois Municipal Retirement, and Liability Funds. Suggestions made regarding segregation of duties of internal auditing. Questions made regarding addition of Culture & Recreation line item for multiple funds throughout report. Questions made regarding which budget was used to create report, due to final balance discrepancies with internal audit. Clarifications and adjustments to be provided week of 11/18.

Motion made by Trustee Labuda to postpone acceptance of the external auditor's report for FY2018–2019 due to outstanding questions. Seconded by Trustee Leyva. All trustees voted "Aye." Motion carried.
- VIII. REVIEW OF BILLS FOR OCTOBER 2019

November 14, 2019

Motion made by Trustee Labuda to approve the bills for October 2019 as presented. Seconded by Trustee Leyva. Questions made regarding false fire alarms. All trustees voted “Aye.” Motion carried.

Profit & Loss vs. FY2018-2019

Maintenance Expense Detail—Maintenance Budget Detail

Questions made regarding Tunzi & Sons prepaid landscaping costs. The board requested a check on status next month to compare against yearly budget progress. Trustees provided list of prepaid expenses applied to this fiscal year provided to review.

IX. CORRESPONDENCE

Thank you letter from patron who had requested list of materials set aside for her by library staff.

X. UNFINISHED BUSINESS

1. First Midwest Bank mortgage loan—refinancing

- a. Loan Refinance Options—Discussed 10-year and 15-year loan options and amounts to borrow
- b. Revised Building Assessment—Capital Reserve Schedule
- c. Architects’ budgeting assessment of costs of major repair and remodeling—estimates considerably higher than previously estimated
- d. Consolidated Election 4/6/2021—file petition by 1/4/2021 for potential bond referendum

XI. NEW BUSINESS

None.

XII. LIBRARIAN’S REPORT

The board members received the October 2019 monthly librarian’s report from Director Gregoire for review by the trustees, including information on the following:

1. Statistics at a Glance—Monthly breakdown of program attendance by department.
2. Tiling Youth Program Room
3. ALA National Conference in Chicago June 25–30, 2020—\$2,600 attendance budget

XIII. PUBLIC COMMENT

None.

XIV. TRUSTEE COMMENT

Trustee Look thanked everyone for their input on the loan renewal and financial decisions.

XV. EXECUTIVE SESSION

None required.

XVI. ADJOURNMENT

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

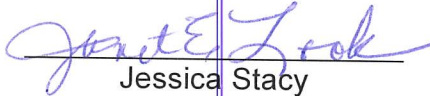
President Look adjourned the meeting at 9:04 pm.

Respectfully Submitted:



Julia Labuda
Secretary

Recorded By:



Jessica Stacy
Recorder