

FRANKFORT PUBLIC LIBRARY DISTRICT

REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

November 18, 2021

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 Wagner called the roll call.
Present: Trustee Look, Trustee Schneider, Trustee Knutson, Trustee Karabis, Trustee Wagner, & Trustee Drisko
Absent: Trustee Skibinski
Also Present: Amanda Kowalcze, Melissa Rice, & Denise Wargowsky
Citizens Advisory Committee: Emily Meszaros
- IV. Introduction of Visitors
Brad Porter, Auditor at Lauterbach & Amen, LLP
- V. Public Comment—Agenda Items Only
None.
- VI. Approval of Minutes from the October 28, 2021 Meeting
Motion made by Trustee Drisko to approve the minutes of the regular board meeting held October 28, 2021. Seconded by Trustee Schneider. All trustees voted "Aye."
Motion carried.
- VII. Treasurer's Report
Trustee Schneider read the treasurer's report for October 2021.
A. Review of Bills for October 2021
Motion made by Trustee Schneider to approve the bills for October 2021 as presented. Amazon report includes several refunded items. Question made regarding 6-month supply of custom sticky notes for in-transit items. Seconded by Trustee Drisko. Roll call vote.
Drisko
AYE

Knutson	AYE
Karabis	AYE
Skibinski	—
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

B. Maintenance Expense V. Budget—Replacement of thermostat in staff area

C. Line of Credit Status

D. Profit & Loss V. Last Year—Library Furniture & Fixtures shows purchase of new office chairs

E. Balance Sheet as of October 29, 2021

F. FY20–21 Financial Audit—Lauterbach & Amen, LLP—Overall report indicates good financial health. Library Building & Sites fund deficit of \$174,000 noted as

improvement from FY 20–21 audit. Plans underway to bring Library Building & Sites fund into green in two years. 2020 audit recommendation for segregation of duties has been resolved. IMRF fund was not levied enough to anticipate staffing needs, but has been corrected for FY21–22. Audit fund was over budget by \$150. Public Liability Insurance over budget due to COVID-19 risk management.

VIII.

Committee Reports

A. Finance Committee—will meet beginning in January

B. Policy & Personnel Committee—did not meet in November due to emergency; will meet in two weeks

C. Building & Grounds Committee—planning to meet December 10

D. Strategic Plan Committee—will meet beginning in January; would like to review current strategic plan before a formal meeting

IX.

Correspondence

None.

X.

Old Business

XI. New Business

- A. Law Maintenance Proposals
Motion made by Trustee Schneider to award the 2022 lawn maintenance proposal to Bill's Lawn Maintenance. Seconded by Trustee Wagner. Trustee Karabis to abstain from discussion due to conflict of interest. Proposals obtained from several local landscaping and lawn care companies. Trustee Karabis abstained from voting. All other trustees voted "Aye." Motion carried.
- B. Personnel Policy—Holidays & Closed Days
Motion made by Trustee Drisko to approve the personnel policy as revised. Seconded by Trustee Knutson. Revisions made to rename closed days as unpaid holidays to eliminate payroll confusion. Benefitted staff to receive two floating holidays annually. Staff scheduled during emergency closings to be paid at their regular rate for the remainder of their scheduled shift. Presidents' Day and Good Friday to be removed from holiday list. If paid holidays fall on a day the library is normally closed, the holidays can be taken within thirty days before or after. All trustees voted "Aye." Motion carried.
- C. Approval of the Library Calendar and Holidays for 2022
Motion made by Trustee Wagner to approve the library calendar and holidays for 2022 Option 2, which reflects the changes to the Personnel Policy. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.
- D. Approval of the Board of Trustees Meeting Calendar for 2022
Motion made by Trustee Knutson to approve the Board of Trustees meeting calendar for 2022. Seconded by Trustee Wagner. All trustees voted "Aye." Motion carried.
- E. Standards for Illinois Public Libraries: Serving Our Public 4.0 Review—Chapters 6–9—Safety action item includes checklist for daily, weekly, quarterly, semi-annual, and annual procedures. Collection checklist dictates that new material expenditures should be 8–12% of operating budget, but are currently at 6%. System Member Responsibilities and Resource Sharing action item is for staff and board members to participate in other committees and task forces. Reference Service checklist recommends keeping copies of newspapers for six months, while current backlog is close to three months, due to lack of storage space. Reference services should be reviewed annually. Board inquired about staff's and library's ability to serve disabled patrons. Reader's Advisory Service checklist recommends staff members responsible for reader's advisory join a community organization or council.

XII. Librarian's Report

The Board members received the October 2021 monthly librarian's report from Director Kowalczek for review by the trustees, including information on the following:

- A. Administration—Job description review completed
- B. Building & Grounds—Leaking pitch pans repaired. New siding being replaced on east side. Memorial tree planted in courtyard, honoring patron's daughter. Seeking advice of a civil engineer for reading room project.
- C. Technology—Xerox contract allowed increased rate for lease. Renegotiating for June 2021 rates through end of contract in 2024.
- D. Continuing Education—Upcoming cyber security training for staff
- E. Youth Services—Successful scary story reading contest hosted on Facebook Live

XIII. Public Comment

Emily Meszaros complimented new organization in youth and Y.A. area.

XIV. Trustee Comment

President Look extended Thanksgiving wishes from a former trustee. President Look wished everyone a good Thanksgiving.


XV. Executive Session

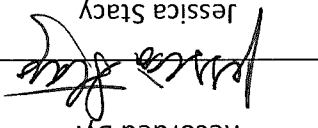
None required.

XVI. Adjournment

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

President Look adjourned the meeting at 8:35 p.m.

Respectfully Submitted:

Andy Wagner
Secretary

Recorded By:

Jessica Stacy
Recorder