

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
November 16, 2023
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. Appointment of Secretary Pro Tempore
Motion made by Trustee Look to approve the appointment of Trustee Wagner as Secretary Pro Tempore. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.
- IV. Roll Call
Trustee Wagner called the roll call.

Present: Trustee Drisko, Trustee Look, Trustee Wagner, Trustee Schneider, & Trustee Veach
Absent: Trustee Karabis & Trustee Knutson
Also Present: Amanda Kowalcze & Denise Wargowsky
Citizens Advisory Committee: Mary Lynne Paris, Friends of the Library Liaison.
- V. Introduction of Visitors
Jeff Slovak, Friends of the Library
- VI. Public Comment—Agenda Items Only
None.
- VII. Approval of Minutes from the October 26, 2023 Meeting
Motion made by Trustee Veach to approve the minutes of the regular board meeting held October 26, 2023. Seconded by Trustee Schneider. Additions made to item XI, section A, paragraphs 2, 4, & 7. Trustee Drisko abstains from vote, due to not being present for the October meeting. All trustees voted "Aye." Motion carried.
- VIII. Treasurer's Report
Trustee Schneider read the treasurer's report for October 2023.

A. Review of Bills for October 2023

Motion made by Trustee Schneider to approve the bills for October 2023 as presented. Seconded by Trustee Wagner. Mastercard charges lower than average. Roll call vote.

Drisko	AYE
Knutson	—
Karabis	—
Veach	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—Building supplies costs were lower than \$800 average, at \$352. Trustee Drisko asked which company is responsible for snow removal. Director Kowalcze clarified that it's a different company than the landscaping company. It is the same snow removal company used last year, RWS. Trustee Look asked whether a fall cleanup of the landscaping was performed and if there was an extra charge for it. Director Kowalcze advised that the cleanup is included in the rates and has not been performed.

Task Item: Director Kowalcze to contact landscaping company to confirm scheduled cleanup.

- C. Capital Funds Project Status
- D. Profit & Loss V. Last Year—\$34K below budget, which is unusual, but is likely due to how payroll cutoff interacts with end of fiscal year in June. Some items paced ahead, due to annual expenses already paid.
- E. Balance Sheet as of October 31, 2023
- F. First Quarter Financial Review—\$2.7M income has been received, with first quarter expenses slightly below budget.

Task Item: President Look requested profit and loss statements for both quarter-over-quarter and year-over-year view for future quarterly budget reviews.

IX. Committee Reports

- A. Finance Committee—Possible meeting in January to discuss loan repricing in February 2025. February meeting to discuss draft working budget for FY24–25.
- B. Policy & Personnel Committee—Scheduled to meet 11/22 to review handbook.
- C. Building & Grounds Committee—Has not met. Next meeting to be scheduled in first two weeks of January to review new list of building priorities.
- D. Strategic Plan Committee—Will meet in January.

X. Correspondence

Communication from Richton Park Public Library District announcing annexation of land near Central Ave. and Sauk Trail, which was also annexed by the Village of Richton Park. Trustees discussed areas adjacent to the Frankfort Public Library District that have not been incorporated into any library district.

Task Item: Director Kowalcze to identify any areas contiguous to Frankfort Public Library District that are not currently served by a library.

XI. Old Business

A. Building Design Project

- 1. Trustee Schneider outlined estimated costs of maintenance for next several years, as projected by StudioGC. Repairing and replacing only as needed could cost an estimated \$4.5M. Most pressing health and safety issues could be ameliorated over next three to five years, costing an estimated \$525K.
- 2. President Look proposed tentative plan of three phases:
 - a) *Phase one: Address necessary health and safety issues immediately.*
 - b) *Phase two: Conduct research to determine how any further building projects will be funded. President Look noted that School District 157-C had been able to redesign building through levy and abatement.*
 - c) *Phase three: Align any building projects with the values identified in the new strategic plan. President Look and Trustee Drisko discussed strategy for informing community members of library maintenance needs.*

3. Director Kowalcze has organized a list of the maintenance items identified by StudioGC’s building assessment into priorities. She also reached out to the four architectural firms that have submitted proposals to determine how long the design proposals are valid. Williams advised proposal is valid one year. Engberg Anderson advised proposal expires mid-year 2024. All four architecture companies noted that if the scope of the project changes, the proposals will need to be redone.

Task Items:

- **For December board meeting, Director Kowalcze will revise capital priorities to determine timeline for work.**
- **Director Kowalcze to have Dan Eallonardo, owner’s representative, review list of priority maintenance items, then present revised list at January 2024 meeting. Building and Grounds committee will need to meet in early January, prior to regular board meeting, to review newly prioritized list before Director Kowalcze seeks proposals for projects.**
- **Director Kowalcze to investigate and potentially begin application process for Illinois State Library Grant to fund reading room project, with submission deadline in January. Alternate grant project is installing tactile pavement to help visually impaired differentiate walkway up to the library from parking lot.**

XII. New Business

A. Staff Inservice Day on October 18, 2024

Motion made by Trustee Wagner to approve the closing of the library to the public on Friday, October 18, 2024 for an all-staff training day. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.

B. Amending Items XII, Sections C & D to Reflect 2024

Motion made by Trustee Veach to amend dates on items XII, sections C & D to reflect the year 2024, instead of 2023. Seconded by Trustee Wagner. All trustees voted “Aye.” Motion carried.

C. Approval of the Library Calendar and Holidays for 2024

Motion made by Trustee Schneider to approve the library calendar and holidays for 2024. Seconded by Trustee Veach. All trustees voted “Aye.” Motion carried.

D. Approval of the Board of Trustees Meeting Calendar for 2024

Motion made by Trustee Schneider to approve the Board of Trustees meeting calendar for 2024. Seconded by Trustee Veach. All trustees voted “Aye.” Motion carried.

E. Board Business Calendar

1. Director Kowalcze presented a monthly schedule of the board’s priorities for 2024. Board discussed dates of the quarterly strategic plan review meetings.

F. December Board Meeting

1. Meeting will take place as planned, with refreshments provided. Decennial Committee Meeting planned for February. Director Kowalcze provided list of documentation for Decennial Committee Meeting and asked to be notified if trustees would like to review the items.

XIII. Librarian’s Report

The Board members received the October 2023 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Friends of the Library

1. Art market on November 11 very successful

XIV. Public Comment

Director Kowalcze wished everyone a happy Thanksgiving.

XV. Trustee Comment

Trustee Veach mentioned article in Chicago Magazine about bomb threats against libraries. President Look wished everyone a happy Thanksgiving.

XVI. Executive Session

None required.

XVII. 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 8:33 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder