

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
November 17, 2022
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 Wagner, Trustee Skibinski, & Trustee Karabis

Absent: Trustee Drisko & Trustee Knutson

Also Present: Amanda Kowalcze, Denise Wargowsky, & Melissa Rice

Citizens Advisory Committee:

IV. Introduction of Visitors

Katherine Veach, candidate for Citizens Advisory Committee

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the October 27, 2022 Meeting

Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held October 27, 2022. Seconded by Trustee Wagner. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for October 2022.

A. Review of Bills for October 2022

Motion made by Trustee Wagner to approve the bills for October 2022 as presented. Seconded by Trustee Skibinski. Heyl Royster acquired library's current law firm. Amazon expense detail will be merged with check detail report, due to Amazon line of credit closing. Roll call vote.

Drisko

—

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

Motion carried.

- B. Maintenance Expense V. Budget—Expenses are on the low end
- C. Line of Credit Status—No new charges
- D. Profit & Loss V. Last Year—98% of total revenue received for FY22–23. October expenses slightly below budget.
- E. Balance Sheet as of October 29, 2021

VIII. Committee Reports

- A. Finance Committee—Did not meet. Trustee Karabis to recuse himself from voting on current investment discussions, due to conflict of interest. Director Kowalcze recommends adding another committee member so there will be multiple trustees present to vote.
- B. Policy & Personnel Committee—Scheduled to meet Nov. 29th with staff for benefits review.
- C. Building & Grounds Committee—Did not meet. Waiting for building assessment report.
- D. Strategic Plan Committee—Planning to meet late November/early December.

IX. Correspondence

None.

X. Old Business

None.

XI. New Business

A. Approval of the library calendar and holidays for 2023

Motion made by Trustee Karabis to approve the library calendar and holidays for 2023. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.

B. Approval of the Board of Trustees meeting calendar for 2023

Motion made by Trustee Schneider to approve the Board of Trustees meeting calendar for 2023. Seconded by Trustee Karabis. All trustees voted "Aye." Motion carried.

C. Autorenewal of Library Materials

Motion made by Trustee Wagner to approve the autorenewal of library materials. Seconded by Trustee Skibinski. Autorenewals being turned on to allow physical library materials with no current holds, that have not been checked out for the maximum renewal period, to automatically renew two days prior to the item being due. FPLD is one of very few SWAN libraries not currently using autorenewal. Board discussed renewal limits for borrowed materials. Decision based on convenience for staff and patrons, to conform with industry standard, and to ensure materials are returned to circulation. All trustees voted "Aye." Motion carried.

D. Citizens Advisory Committee

Motion made by Trustee Skibinski to approve the acceptance of all five applicants for the Citizens Advisory Committee, as of the January 2023 board meeting, for a term of one year, with eligibility for renewal. This ensures a well-rounded committee, and could inspire committee to become board members in the future. Seconded by Trustee Wagner. All trustees voted "Aye." Motion carried.

E. Standards for IL Public Libraries Review: Ch. 11–13

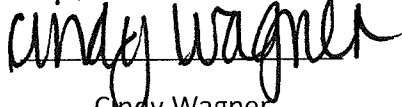
1. To apply for annual Per Capita grant, library and board must review core standards and identify areas for improvement. Standards also provide a guide of what to aspire to while new strategic plan is being developed.
 - a) Ch. 11—Youth/Young Adult Services—Staff believes library meets all standards in this chapter.
 - b) Ch. 12—Technology—Staff noted opportunity to update website to be ADA compliant. Library has applied for a grant to cover this cost. Internet acceptable use policy to be reviewed annually. Library has opportunity to develop and update a plan for future technology needs.

XVII. Adjournment

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

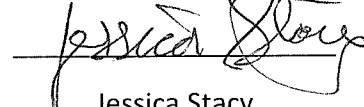
President Look adjourned the meeting at 8:43 p.m.

Respectfully Submitted:



Andy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder