

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
November 20, 2025
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 Otway called the roll call.

Present: Trustee Otway, Trustee Stenoish, Trustee Look, Trustee Meszaros, & Trustee Faris. Trustee Evenhouse joined at 7:40 p.m.

Absent: Trustee Miner

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

Citizens Advisory Committee: Mary Lynne Paris

IV. Introduction of Visitors

Alfredo Rodriguez, auditor; Jeffrey Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the October 23, 2025 Meeting

Motion made by Trustee Faris to approve the minutes of the regular board meeting held October 23, 2025. Seconded by Trustee Meszaros. Recommended by Director Kowalcze to add into agenda what item Trustee Stenoish left during. Noting "Trustee Stenoish exited the meeting at 7:30 p.m." on item XI. All trustees voted "Aye." No abstentions. Motion carried.

VII. FY24–25 Audit

A. Presentation of the FY24–25 Financial Audit—Illinois NFP Audit & Tax, LLP.

Auditor mentioned that the Library has a special reserve fund and working cash fund, which some libraries don't have. Management letter from auditor explains the policy of detailing the Library's long-term assets and long-term liabilities, as part of assessing the Library's financial health. Increase of \$498K in the Library's net position. Trustee Otway identified a typo of the ending balance. The auditor will correct and send a corrected copy.

Motion made by Trustee Otway to accept the FY24–25 Annual Audit. Seconded by Trustee Stenoish. Roll call vote.

Look	AYE
Miner	—
Meszaros	AYE
Otway	AYE
Faris	AYE
Evenhouse	—
Stenoish	AYE

No abstentions. Motion carried.

VIII. Treasurer’s Report

Trustee Otway read the treasurer’s report for October 2025.

A. Review of Bills for October 2025

Motion made by Trustee Meszaros to approve the bills for October 2025 as presented. Seconded by Trustee Faris. Director Kowalcze clarified that “FOTL” expenses are to note items purchased with donations from the Friends of the Library. Roll call vote.

Look	AYE
Miner	—
Meszaros	AYE
Otway	AYE
Faris	AYE
Evenhouse	—
Stenoish	AYE

No abstentions. Motion carried.

- B. Maintenance Expense V. Budget—\$18K expenses for Excel Electric to replace West End women’s restroom heater, main entrance air curtain, and vestibule heater.
- C. Profit & Loss V. Last Year— 93% of revenue received for FY25–26.
*Trustee Evenhouse joined the meeting at 7:40 p.m.
- D. Balance Sheet as of October 31, 2025— Some items within the budget are not balancing due to potential software issue with QuickBooks Online, but overall Expenditures total is correct. Library management is discussing with accountant how items may have been attributed incorrectly.

IX. Committee Reports

- A. Finance Committee—Did not meet. Will begin working on FY26–27 budget in coming months.
- B. Policy & Personnel Committee— Met Nov. 6 to discuss Credit Card Security Policy, Donation Policy, Photography & Recording Policy, Race and Equality Policy, and Reference Services Policy. Credit Card Security Policy is being incorporated with Patron Data Privacy Policy when it is due for review. Next meeting Dec. 4.
- C. Building & Grounds Committee—Met Nov. 12. Discussed recently completed projects, like sorting room floor replacement, cypress tree removal, and heating replacements. Permits have been submitted to the Village of Frankfort for the Reading Room project. The architect suggested appealing to the Village to eliminate or reduce permit fees, as the library is a tax-funded entity. The committee discussed capital priorities for FY25–26, deciding on Meeting Room soundproofing and Adult Services Desk replacement. FY26–27 capital priorities discussed include parking lot project, rooftop fencing, and roof shingle replacement. President Look discussed requesting a breakdown of cost increases from last year’s estimate for the Reading Room project, as the architect had noted bids are coming in higher than expected. Next meeting Dec. 17.
- D. Strategic Plan Committee—Met Oct. 29 to discuss Strategic Plan progress for August & September 2025.
 - 1. Strategic Plan Quarterly Report August & September 2025—discussion of what demographics should be a focus for the next strategic plan. Committee felt that the structure of the current plan worked well, and noted that it can lay the groundwork for the future strategic plan. Next meeting in January to discuss October–December 2025, with February starting planning for the next strategic plan.

X. Correspondence
None.

XI. Old Business

A. Required and Recommended Renovation Work Project

1. First Discussion

- a. Review past work, work project status/discussion—maintenance items based on 2023 building assessment. Document covers research based on other local institutions’ renovation projects and the potential need for a renovation committee.
- b. What next—
 - a. Decide on standing or ad hoc committee—Discuss role alongside Building & Grounds Committee.
 - b. How to rearrange spaces—Should new Adult Services desk replacement go in the same place, or can space be redesigned?
 - c. Committee members—How to balance staff input, strategic planning priorities, and community member needs
 - d. Strategic plan role—Should plan be 3–5 years instead? Will surveys run in tandem, or have renovation plan survey based on strategic plan survey results?

- B. Reading Room Project—Permits submitted to the Frankfort Village. Project is on track. Completed HVAC project final cost results show project completed \$26K under budget.

XII. New Business

A. Approval of the Library calendar and holidays for 2026

Motion made by Trustee Stenoish to approve the Library calendar and holidays for 2026. Seconded by Trustee Faris. All trustees voted “Aye.” No abstentions. Motion carried.

B. Approval of the Board of Trustees meeting calendar for 2026

Motion made by Trustee Evenhouse to approve the Board of Trustees meeting calendar for 2026. Seconded by Trustee Meszaros. All trustees voted “Aye.” No abstentions. Motion carried.

C. Donation Policy

Motion made by Trustee Faris to approve the Donation Policy, as revised. Seconded by Trustee Otway. Changes made to align with Materials Selection Policy

and Fundraising Policy. Added language regarding sponsorships and in-kind donations. All trustees voted “Aye.” No abstentions. Motion carried.

D. Race and Equality Policy

Motion made by Trustee Otway to retire the Race and Equality Policy, in compliance with Executive Order 14173. No second motion. No discussion or vote.

E. Illinois Public Library Standards 2025 Review

1. New updated standards now have Core, Intermediate, and Advanced levels. The Library staff have assessed how the Library meets these new standards. Director Kowalcze noted that standards may vary in their applicability and feasibility for the Library.

XIII. Librarian’s Report

The Board members received the October 2025 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration—

1. Staff In-Service Day went well.
2. Boundless ebook platform is being discontinued with the closure of Baker & Taylor. RAILS selected The Palace Project platform, which will be up and running the first week of December.
3. Temporary community pantry addresses pause of SNAP benefits.
4. Four staff members presented at the ILA conference.

B. Building—

1. The Conservation Foundation suggested lattices with vines for wall near meeting room. Local Eagle Scout is looking for community work, submitted proposal to have his troop create the lattices.

XIV. Public Comment

Jeff Slovak mentioned that the Friends of the Library’s November art market was very successful, earning \$2,600. The Friends membership drive has started. Next Friends event is at the Mokena Oberweis, which will donate 20% of each order to the Friends for the outreach vehicle fundraiser.

XV. Trustee Comment

Trustees wished everyone a happy Thanksgiving. Trustee Faris congratulated the Friends on a successful art market. Trustee Meszaros enjoyed the newsletter and mentioned that she went to see the Library’s story walk. She also noted the Library of Things page on the website. Trustee Otway commented on the Oberweis donation event. Trustee Evenhouse appreciates the Library’s staff being agile and thoughtful with starting the

temporary community pantry. Her husband is a teacher with Summit Hill, and he's arranged a reading club with Rachel to help provide books for gifted kids, who do not have appropriate reading level material. President Look commended the library staff and board for working so well together. She wished everyone a happy Thanksgiving.

XVI. Executive Session

None required.

XVII. Adjournment

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

President Look adjourned the meeting at 9:06 p.m.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded By:

Jessica Stacy
Recorder