

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FRANKFORT PUBLIC LIBRARY

October 17, 2019

6:30 PM

I. CALL TO ORDER

Vice President Skibinski called the meeting to order at 6:31 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 Skibinski, Trustee Labuda, and Trustee Leyva

Absent: Trustee Tylk

Also Present: Pierre Gregoire, Director; Citizens Advisory Board: Jonathan Wright, John Schneider, and Emily Meszaros

IV. INTRODUCTION OF VISITORS

None.

V. PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

VI. APPROVAL OF MINUTES FROM THE SEPTEMBER 26, 2019 MEETING

Motion made by Trustee Slovak to approve the minutes of the regular board meeting held September 26, 2019. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

VII. TREASURER’S REPORT

Trustee Albert read the treasurer’s report for September 2019.

VIII. REVIEW OF BILLS FOR SEPTEMBER 2019

Motion made by Trustee Labuda to approve the bills for September 2019 as presented. Seconded by Trustee Slovak. All trustees voted “Aye.” Motion carried.

Budget v. Actual Report

Question was made regarding Professional Development expenses. Trustees discussed tracking maintenance expenses month by month against the yearly budget. Liability insurance is over budget by \$1,300. One line item for maintenance was incorrectly attributed to the Outreach budget, but has been corrected.

IX. CORRESPONDENCE

Patron submitted negative comment regarding an upcoming program. Director Gregoire communicated with patron and resolved the misunderstanding.

X. UNFINISHED BUSINESS

None.

XI. NEW BUSINESS

1. Credit Card Use Policy—Annual User Report

Overview of credit card accounts provided for use by 5 employees.

2. Place \$50,000 from Building Maintenance Fund in Special Reserve Fund

Motion made by Trustee Labuda to approve placing \$50,000 from Building Maintenance Fund in Special Reserve Fund.

Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

3. First Midwest Mortgage Loan—Refinancing

a. Revised Building Assessment—Capital Reserve Schedule

1. December 2020—Financing on building loan for west end will increase. Current payment is about \$23,000/mo. \$1.5 million currently left on loan.

Trustees discussed when to refinance the loan and the potential terms. Discussion is tabled until the November meeting for further architect estimates.

- b. Architects' budgeting assessment of costs of major repair and remodeling—Reviewed new estimates for upcoming maintenance, new maintenance plan through 2023.

4. Executive Session—Director's Review

Motion made by Trustee Skibinski to go into executive session for the director's review. Seconded by Trustee Albert. All trustees voted "Aye." Motion carried.

Regular Meeting reconvened at 8:57 p.m.

Motion made by Trustee Leyva to approve director's review and assign a 3% wage increase. Seconded by Trustee Slovak. All trustees voted "Aye." Motion carried.

XII. LIBRARIAN'S REPORT

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

1. Audit Preliminary— "Neutral, Consistent, & Clear"

Auditor’s presentation to the board at November 14th meeting

2. Audit Recommendations

- a. Segregation of Duties—payroll and check approval implemented by moving Nicole Suhm from Part-Time Youth Assistant/Social Worker to Part-Time Human Resources/Social Worker.
- b. Fund balances—integration approved of Unemployment Comp. fund, Workers’ Comp. fund, and Insurance & Liability fund. Safety-related expenses will also be expensed out of this fund in accordance with statute. Building & Site fund negative balance will be resolved by taking building expenses out of the General fund and building the Building and Site fund balance with levies.

3. Personnel Changes

- a. Janis Elmore— Assistant Librarian
- b. Rebecca Cerf—Applied Technology to Assistant Librarian
- c. Christopher Filak—Applied Technology

4. Staff Openings

- a. Part-time Youth Services Assistants
- b. Part-time Applied Technology Assistant
- c. Part-time Page

XIII. PUBLIC COMMENT

None.

XIV. TRUSTEE COMMENT

President Look thanked the board and Trustee Labuda for their work on contributing to the director’s review and expressed appreciation for the informed and engaged trustees in working through the complex financial scenarios. Trustee Skibinski expressed thanks to Trustee Albert for his work with the financial options. Trustee Labuda expressed thanks as well to Trustee Albert and congratulated Trustee Leyva on his acceptance of the position of Director of the McCord Gallery and Cultural Center in Palos Park. Trustee Slovak also congratulated Trustee Leyva. Trustee Albert

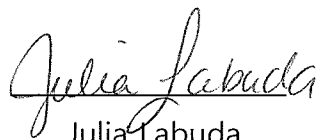
requested the director to provide an updated organization chart for the board.

XV. ADJOURNMENT

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

President Look adjourned the meeting at 9:03 p.m.

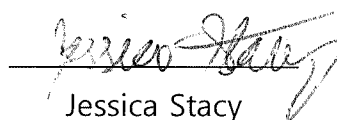
Respectfully Submitted:



Julia Labuda

Secretary

Recorded By:



Jessica Stacy

Recorder