

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
October 28, 2021  
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. Roll Call  
Trustee Skibinski called the roll call.  
  
Present: Trustee Look, Trustee Schneider, Trustee Karabis, & Trustee Skibinski  
Absent: Trustee Wagner, Trustee Knutson, & Trustee Drisko  
Also Present: Amanda Kowalcze, Denise Wargowsky, & Melissa Rice  
Citizens Advisory Committee:
- IV. Introduction of Visitors  
Debbie, library patron
- V. Public Comment—Agenda Items Only  
None.
- VI. Election of Pro Tempore Secretary  
***Motion made by Trustee Karabis to nominate Trustee Skibinski as secretary pro tempore for the October 28, 2021 meeting. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***
- VII. Approval of Minutes from the September 23, 2021 Meeting  
***Motion made by Trustee Skibinski to approve the minutes of the regular board meeting held September 23, 2021. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***
- VIII. Treasurer's Report  
Trustee Schneider read the treasurer's report for September 2021.

- A. Balance Sheet as of September 30, 2021
- B. Review of Bills for September 2021

***Motion made by Trustee Karabis to approve the bills for September 2021 as presented. Seconded by Trustee Skibinski. Question made regarding allocation of Servpro bill as under building maintenance.***

***Roll call vote.***

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

***Motion carried.***

- C. Line of Credit Status—Balance of \$294,919
- D. Expense vs. Budget—Electronic Info and Databases at budget due to annual charges. Automation budget at 50% due to annual charges. Professional Services over budget due to audit. Health Insurance & Dental Insurance increases of 9% and 5% for 2022, 1% and 5% respectively above budgeted estimated amount. Office & Library Equipment budget increase for copy machine lease.
- E. Maintenance Expense vs. Budget
- F. FY 2021–2022 First Quarter Working Budget Review  
Board to revisit working budget in January 2022, pending changes to health care insurance, dental insurance, and copy machine lease.

IX. Committee Reports

- A. Finance Committee—has not met
- B. Policy & Personnel Committee—met twice, planning monthly meetings
- C. Building & Grounds Committee—has not met
- D. Strategic Plan Committee—plans to meet in January

X. Correspondence

- A. Thank you from Crisis Center for South Suburbia
- B. Village of Frankfort Annexation Letter—land being annexed at Route 30 and 84<sup>th</sup> Ave, already in Frankfort Public Library District

XI. Old Business

XII. New Business

A. Policy Review—Identity Protection Policy

- 1. No changes recommended by Policy & Personnel Committee

B. Policy Review—Public Comment in Meetings Policy

***Motion made by Trustee Skibinski to approve the Public Comment in Meetings Policy as revised. Seconded by Trustee Schneider. Recommended changes by lawyer include updates to allow public comments in all types of board meetings and to remove line allowing presiding officer to designate a board member or staff member to respond to a public comment. Board may request, but not require, a speaker to provide their name, address, and group affiliation. Two comment periods are not required for meetings, but one period must allow comments on all library business. Board prefers to keep both comment periods. Board is also clarifying deadline for patron requests for items to be placed on meeting agendas. All trustees voted "Aye." Motion carried.***

C. Policy Review—Patron Behavior Policy

***Motion made by Trustee Schneider to approve the Patron Behavior Policy as revised. Seconded by Trustee Skibinski. Additions include guidance on service animals, tobacco & e-cigarette products, and alcoholic beverages. Edits also address process for banning patrons and the ban appeal process. All trustees voted "Aye." Motion carried.***

D. Policy Review—Confidentiality of Library Records & Patron Data Privacy Policy

***Motion made by Trustee Skibinski to approve the Confidentiality of Library Records & Patron Data Policy. Seconded by Trustee Schneider. All trustees voted "Aye." Motion carried.***

E. Illinois Presents IGA Agreement

***Motion made by Trustee Skibinski to approve the intergovernmental agreement between the Frankfort Public Library District and the Northbrook Public Library District. Seconded by Trustee Karabis. 6-month pilot program allows access to high-quality online events for a \$375 fee, from January 2022 to June 2022. All trustees voted "Aye." Motion carried.***

F. Standards for Illinois Public Libraries: Serving Our Public 4.0 Review—Chapters 1–5

1. Board and Director review which items the library is still striving to meet. Plans to address Core 23, assessing library’s ability to meet the community’s needs, for purpose of strategic plan. Governance and Administration action items include gathering feedback from community beyond regular library users and developing a succession plan. Personnel action items include review of job descriptions and salary schedule. Annual evaluations to resume in 2022. Access action items include ensuring lighting levels are compliant in east bathrooms and staff hallways, and adding outlets and data ports for future technological needs. Building action items include developing an ongoing building maintenance checklist and a capital asset plan.

XIII. Librarian’s Report

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

A. Reading Room

1. US Waterproofing proposals to replace plywood with concrete board and add a waterproof membrane. Landscaping changes required, following surveying, to eliminate outer wall Dryvit contact with landscaping. Exterior work to be completed in spring, once temperatures rise.

B. Roof Leak

1. Roof leaking near center pillar. Pitch pan work required to repair leak.

C. Computers

1. New computers delivered and being set up, including 2 new iMacs. These computers were purchased with funds from the Per Capita grant, and are replacing computers that are eight to ten years old.

XIV. Public Comment

None.

XV. Trustee Comment

Trustee Schneider is encouraged by the progress being made by the library. President Look thanked the library staff for their work.

XVI. Executive Session

None required.

XVII. Adjournment

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

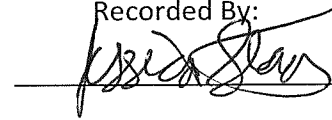
***President Look adjourned the meeting at 8:33 p.m.***

Respectfully Submitted:



Cindy Wagner  
Secretary

Recorded By:



Jessica Stacy  
Recorder