

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
October 27, 2022
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:00 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 Wagner, Trustee Knutson, Trustee Schneider, Trustee Karabis, & Trustee Skibinski

Absent: Trustee Drisko

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

Citizens Advisory Committee:

IV. Introduction of Visitors

Brooks Stenoish & Katherine Veach, candidates for citizens advisory committee; Alfredo Rodriguez, auditor from Illinois NFP Audit & Tax, LLP.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the Truth in Taxation Hearing and September 2022 Meeting

Motion made by Trustee Wagner to approve the minutes of the Truth in Taxation Hearing and regular board meeting held September 22, 2022. Seconded by Trustee Knutson. All trustees voted "Aye." Motion carried.

VII. FY21–22 Audit

A. Presentation of the FY 2021-2022 Financial Audit—Illinois NFP Audit & Tax, LLP
Adjustments made to account for prepaid expenses. Deficit in Building and Site Fund noted. IMRF fund in deficit due to several previous insufficient levies, which will be corrected by a higher levy in upcoming years.

Motion made by Trustee Skibinski to accept the FY21–22 audit as presented. Seconded by Trustee Schneider. Roll call vote.

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

Motion carried.

VIII. Treasurer's Report

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

A. Review of Bills for September 2022

Motion made by Trustee Skibinski to approve the bills for September 2022 as presented. Seconded by Trustee Wagner. Amazon charges are higher than average, but YTD spend is lower than average. Roll call vote.

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

Motion carried.

B. Maintenance Expense V. Budget—Building Maintenance Expenses are slightly below budget. Surcharge from Bill's Lawn Maintenance.

C. Line of Credit Status—Initial payment of \$2,175 made to Studio GC for building assessment. Remaining amount due to Studio GC is \$8,700.

- D. Profit & Loss V. Last Year—At 26.6% of expense budget for first quarter, mostly on track. Library Furniture and Fixtures Budget is at 106%, no further purchases planned for FY22–23.
- E. Balance Sheet as of September 30, 2022
- F. FY 22–23 First Quarter Working Budget Review—no recommended changes

IX. Committee Reports

- A. Finance Committee—A financial advisor who works with libraries, Jamie Rachlin, President of Meristem Advisors, LLC., reached out about investment opportunities. Board is interested in a finance committee meeting to consider further.
- B. Policy & Personnel Committee—Did not meet, but establishing committee of employees for benefits review.
- C. Building & Grounds Committee—Did not meet, but architect will be in soon to present drafted plan.
- D. Strategic Plan Committee—Currently consolidating data from various survey mediums. Board reviewed results of both focus groups. Some common goals noted by focus group were revising marketing to spread community awareness of library resources and programs, as well as reassessing fine structure. Fine policy to be evaluated by circulation. Structural feedback provided regarding layout of building, entrance, and parking lot.

X. Correspondence

None.

XI. Old Business

None.

XII. New Business

A. Building and Site Fund Transfer to General Fund

Motion made by Trustee Skibinski to approve the transfer of \$566,417.33 from the Building and Site Fund to the General Fund, in order to repay the obligation of funds due from the Building and Site Fund to the General Fund as a result of interfund borrowing during FY 14–15. Being completed to balance deficit in General Fund. Seconded by Trustee Schneider. Roll call vote.

Knutson AYE

Karabis AYE

Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE
Drisko	—

Motion carried.

B. Finance and Purchasing Policy

Motion made by Trustee Knutson to approve the Finance and Purchasing Policy, as revised. Seconded by Trustee Karabis. Minor edits to allow board to authorize additional trustee check signers. All trustees voted “Aye.” Motion carried.

C. Additional Trustee Check Signer

Motion made by Trustee Skibinski to approve Trustee Knutson as a check signer for the library’s checking accounts. Seconded by Trustee Wagner. All trustees voted “Aye.” Motion carried.

D. Fund Balance Policy

Motion made by Trustee Schneider to approve the Fund Balance Policy, as revised. Seconded by Trustee Knutson. Changes made to eliminate or define jargon. Establishes criteria for fund balances at end of each fiscal year, for emergency contingency concerns. All trustees voted “Aye.” Motion carried.

E. Citizens Advisory Committee

1. President Look discussed the potential interview process with the two of the five applicants present as guests. Board will agree on proceedings once all members are present. New Citizens Advisory Committee will convene in January.

F. Standards for IL Public Libraries Review: Ch. 8–10

1. To apply for annual Per Capita grant, library and board must review core standards and identify areas for improvement.
 - a) Ch. 8—System Member Responsibilities and Resource Sharing—Opportunities highlighted by staff include staff and board members being active participants in advisory councils, task forces, and such, at regional or state level.

- b) Ch. 9—Public Services: Reference and Reader’s Advisory Services—Staff identified opportunity to retain hard copies of at least one local newspaper for a minimum of six months. Also, staff noted need to expand subject areas represented within reference resources. Opportunity for staff members responsible for reader’s advisory service to join at least one community organization, club, or council.
- c) Ch. 10—Programming—Staff believes library is meeting all current standards.

XIII. Librarian’s Report

The Board members received the September 2022 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

- A. Administration—Staff in-service day included active shooter training, different active threat scenarios, and departmental meetings.
- B. Building & Grounds—Adler Roofing assessed roof damage and recommended repairs, including replacing fasteners, adding flashing, cleaning faulty roof drain, and adding walkway pads to reinforce weak spots. Repairs to be monitored regularly to ensure more substantial fixes are not required. Blockages in East End restroom cleared. New blower motor to be installed for middle section HVAC system. Emergency exit alarm for West End door is on order. Period product dispensers installed in restrooms. New library directional signs installed by IDOT on eastbound and westbound Rt. 30.
- C. Community—President Look attended St. Peter’s United Church of Christ rededication on behalf of the library. Director Kowalcze attended 50th anniversary of Frankfort Area Historical Society.
- D. Friends of the Library—Trustees will be attending Nov. 12 ribbon cutting ceremony for new book sale shelves.

XIV. Public Comment

Katherine Veach thanked the trustees for committing to attend the ribbon cutting ceremony for the Friends of the Library.

XV. Trustee Comment

Trustee Knutson let the Board know she won’t be able to attend the November meeting. President Look thanked everyone for attending the meeting and all the work they do. She wished everyone a Happy Halloween.

XVI. Executive Session

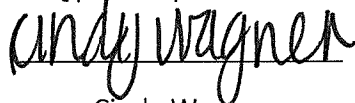
None required.

XVII. Adjournment

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

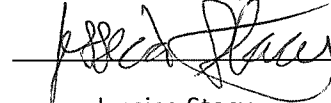
President Look adjourned the meeting at 8:55 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder