

FRANKFORT PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FRANKFORT PUBLIC LIBRARY  
October 24, 2024  
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:01 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

Present: Trustee Look, Trustee Stenoish, Trustee Drisko, Trustee Schneider, Trustee Wagner, & Trustee Knutson

Absent: Trustee Karabis

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee:

IV. Introduction of Visitors

Alfredo Rodriguez, Auditor; Jeff Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the September 26, 2024 Meeting

***Motion made by Trustee Stenoish to approve the minutes of the regular board meeting held September 26, 2024. Seconded by Trustee Knutson. All trustees voted "Aye." Motion carried.***

***Motion made by Trustee Schneider to approve the minutes of the Truth in Taxation board meeting held September 26, 2024. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.***

VII. Fiscal Year 23–24 Audit

A. Presentation of the FY23–24 Financial Audit—Illinois NFP Audit & Tax, LLP.

***Motion made by Trustee Drisko to accept the FY23–24 Financial Audit. Seconded by Trustee Schneider. Auditor commented that the process was smooth, due to good documentation. Total revenues for FY23–24 were \$3,196,702, while total***

***expenditures were \$2,916,086. All funds have positive balance and none had expenses above budgeted amounts. Roll call vote.***

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

***Motion carried.***

VIII. Treasurer's Report

Trustee Schneider read the treasurer's report for September 2024.

A. Review of Bills for September 2024

***Motion made by Trustee Schneider to approve the bills for September 2024 as presented. Seconded by Trustee Knutson. Roll call vote.***

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

***Motion carried.***

- B. Maintenance Expense V. Budget—Supplies are on budget, due to sump pump replacement. Some maintenance bills from FY23–24 had been sent to previous director’s email, causing them to need to be attributed to current fiscal year, as FY23–24 books were closed already once bills were sent to correct contact at the library.
- C. Capital Funds Project Status—no changes
- D. Profit & Loss V. Last Year—70% of ARPA grant expenses are used. Remaining funds need to be used by December.
- E. Balance Sheet as of September 30, 2024
- F. First Quarter Financial Report

IX. Committee Reports

- A. Finance Committee—Did not meet.
- B. Policy & Personnel Committee—Met Oct. 9 to discuss digital options for Trustee binder, including password-protected digital tab hosted on library website. More bylaws will be introduced. Next meeting Nov. 14.
- C. Building & Grounds Committee—Did not meet.
- D. Strategic Plan Committee
  - 1. July–September 2024 Quarterly Report—Focusing on accessible programming and underserved populations. Next meeting is Jan 20.

X. Correspondence  
None.

XI. Old Business

- A. Required and Recommended Renovation Work Project
  - 1. HVAC Upgrade Project—Bids due Nov. 13 and will be presented at November board meeting. Dan Eallonardo’s (owner’s representative) estimate is \$298,460. Contingency costs are expected to start being eliminated as bidders become more specific to the scope of work for this project.
- B. Renovation Committee
- C. Patron Behavior Policy  
***Motion made by Trustee Schneider to approve the Patron Behavior Policy as revised. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.***

XII. New Business

A. 2025 Illinois Construction Grant Application—Reading Room Discussion

1. Library's application for matching grant for reading room was recommended for approval for 2024, but funding ran out before the library made it to the top of the list, due to the library receiving a grant within the past three years. The library is now past the three years. Board is interested in pursuing the grant for 2025, with application deadline of Jan. 15.

B. Loan Renewal Discussion

1. Loan for West End addition is due for renewal in February 2025. Balloon payment of \$1,347,801.89 will be due. Municipal bond counsels recommend debt certificates as the best way to pay off the loan. Bank recommended discussing options once FY23–24 audit is complete, which is as of this meeting. Trustees agreed that the Finance Committee should meet separately to discuss options and make a recommendation, which will be presented and discussed at 6 p.m. prior to the November meeting.

C. Proposed Board Bylaws Revisions

1. President Look requested changes to Article IV, section 4 to read that the President should appoint and oversee all committees. Another requested change was to add "Committee Reports" after "Review of Bills" in Article VI, section 3.

D. Potential Donation Discussion—Local couple met with library to discuss potential donation of up to \$20K by end of year. They are seeking something that will be practical and visible. Options include outdoor seating, a canopy, or landscaping. Trustees proposed additional ideas, like sponsoring events or a new digital sign.

E. Artwork Display Policy

***Motion made by Trustee Knutson to approve the Artwork Display Policy as revised. Seconded by Trustee Stenoish. All trustees voted "Aye." Motion carried.***

F. Security Camera Policy

***Motion made by Trustee Drisko to approve the Security Camera Policy as revised. Seconded by Trustee Schneider. Mentioned additional camera in parking lot, removed language about disclaimer. All trustees voted "Aye." Motion carried.***

G. Internet Access and Digital Device Policy

***Motion made by Trustee Stenoish to approve the Internet Access and Digital Device Policy as revised. Seconded by Trustee Drisko. Guest pass for computer area increased from 60 minutes to 90 minutes, with two 30-minute extensions. All trustees voted "Aye." Motion carried.***

H. Materials Selection Policy

***Motion made by Trustee Knutson to approve the Materials Selection Policy as revised. Seconded by Trustee Wagner. Changing language to “has adopted” to match state’s language. All trustees voted “Aye.” Motion carried.***

I. Programming Policy

***Motion made by Trustee Drisko to approve the Programming Policy as revised. Seconded by Trustee Wagner. Reference to strategic plan added. All trustees voted “Aye.” Motion carried.***

XIII. Librarian’s Report

The Board members received the September 2024 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. Frankfort Chamber of Commerce dinner Nov 7.
2. Dec. 3rd library legislative meetup breakfast in Alsip, IL

B. Building & Grounds

1. Oct. 16, a driver hit the brick wall near the West End entrance. Bruno’s Tuckpointing recommends replacing some of the brick, for a cost of \$3K. Claim has been submitted to the driver’s insurance.

XIV. Public Comment

Jeff Slovak said the Nov. 9 art market has 23 vendors signed up. The candle-making event is in December. Jan. 25 is the second art market.

XV. Trustee Comment

Trustee Schneider announced he is not running for the board of trustees election in 2025. He expressed that he will miss the board. Trustee Knutson attended first day of early voting at the library. She and her husband spoke with people in line around her about the library, who subsequently signed up for library cards and library programming. President Look thanked everyone for their efforts toward the meeting. Trustee Wagner announced that she is moving out of the district, so her last meeting is the November meeting.

XVI. Executive Session

None required.

XVII. Adjournment

***Motion made by Trustee Schneider and seconded by Trustee Knutson to adjourn the meeting. All trustees voted “Aye.” Motion carried.***

***President Look adjourned the meeting at 8:32 p.m.***

Respectfully Submitted:

Jennifer Knutson  
*Secretary*

Recorded By:

Jessica Stacy  
*Recorder*