

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
October 23, 2025
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. Secretary Pro Tempore

Trustee Meszaros elected as secretary pro tempore by President Look.

IV. Roll Call

Trustee Meszaros called the roll call.

Present: Trustee Miner, Trustee Faris, Trustee Stenoish (left at 7:30 p.m. for family emergency), Trustee Look, Trustee Evenhouse, & Trustee Meszaros

Absent: Trustee Otway

Also Present: Amanda Kowalcze

Citizens Advisory Committee: Melissa Rice

V. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison

VI. Public Comment—Agenda Items Only

None.

VII. Approval of Minutes from the September 25, 2025 Meeting

Motion made by Trustee Faris to approve the minutes of the regular board meeting held September 25, 2025. Seconded by Trustee Miner. All trustees voted "Aye." Motion carried.

VIII. Fiscal Year 2024-2025 Audit

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

Motion made by Trustee Evenhouse to table the FY24–25 annual audit. Seconded by Trustee Stenoish. Auditor was unable to attend the meeting, so will be present at the November meeting instead. All trustees voted "Aye." Motion carried.

IX. Treasurer's Report

Trustee Miner read the treasurer's report for September 2025.

A. Review of Bills for September 2025

Motion made by Trustee Faris to approve the bills for September 2025 as presented. Seconded by Trustee Evenhouse. Cypress tree removal and newsletter printing were completed. Trustee Look requested format change to bills report to reflect more details about payments marked as "split", due to bill covering multiple line items. Roll call vote.

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

Motion carried.

B. Maintenance Expense V. Budget—

C. Profit & Loss V. Last Year— about 5% under budget on expenses.

D. Balance Sheet as of September 30, 2025—

E. Q1 Financial Report—4% revenue increase, expenditures down 3.4% vs. Q1 of FY24–25.

X. Committee Reports

A. Finance Committee—Met Oct. 7 to review the annual audit. Auditor noted material weakness related to tracking required by Government Accounting Standard Board No. 34. Trustee Miner recommended contacting Acorn Library to see if they had received a similar note, due to the library being a similar size, having the same auditor, and using the same accounting software as the Frankfort Public Library District. Only other journal entry recommendations from the auditor were regarding pension liability and compensated absences.

- B. Policy & Personnel Committee—Met Oct. 9 to review Materials Selection Policy, Reconsideration of Library Materials form, Fixed Asset Capitalization Policy, Credit Card Security Policy, Donation Policy, and Investment of Public Funds Policy.
- C. Building & Grounds Committee—Did not meet.
- D. Strategic Plan Committee—Did not meet. Planning to meet Oct. 29.

XI. Correspondence

The Illinois State Library sent a letter regarding library trustee recommendation to attend training, following state Senate resolution.

Trustee Stenoish exited the meeting at 7:30pm.

XII. Old Business

A. Required and Recommended Renovation Work Project

- 1. No new items or updates.

B. Renovation Committee

- 1. Discussion pending November board meeting.

C. Reading Room Project

- 1. Landscaping Considerations—Land survey is complete. Current plan is 10% slope away from building. New grading of land will require loss of three trees. Recommended not to landscape that area of the building for 6 months after completion of project, along with removal of all current landscaping near the project site. Permits are being submitted Nov. 6. Dec. 11 will begin call for bids. Jan. 15 ends bid process and begins review process. Recommendations on bids to be presented at Jan. 2026 board meeting. Looking to incorporate more native plants once new landscaping can be planted. Director Kowalcze reached out to the Possibility Place Nursery for a consultation, and they indicated that they will charge for an assessment. The Conservation Foundation doesn't charge for consult, but charges for certification. The Conservation Foundation scheduled to visit Nov. 14.

XIII. New Business

A. Policy Review: Investment of Public Funds Policy

- 1. No changes recommended.

B. Materials Selection Policy & Request for Reconsideration of Material Form

Motion made by Trustee Miner to approve the Materials Selection Policy and Request of Reconsideration of Material Form as revised. Seconded by Trustee Faris. Language updated from “patron” to “cardholder” to stipulate that anyone seeking reconsideration of library materials must be a library cardholder. The form has been updated to require the cardholder’s library card number, with language reflecting this terminology change. New section added to Materials Selection Policy to address Library of Things items. Language added to reflect that if an item is presented to the board for reconsideration, the decision made by the board stands for 5 years. In addition, a patron can only submit a reconsideration form for one item at a time. All trustees voted “Aye.” Motion carried.

C. Fixed Asset Capitalization Policy

Motion made by Trustee Meszaros to approve the Fixed Asset Capitalization Policy as revised. Seconded by Trustee Faris. Minor changes made to add land and vehicles as part of the library assets. Policy now outlines what the value of a type of asset should be before it is considered a capitalized asset. Estimated Useful Life for each category has been added, based on auditor recommendation. All trustees voted “Aye.” Motion carried.

D. Standards for IL Public Libraries Review: Ch. 12 & 13

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.

a) *Ch. 12—Technology—Staff noted that internet acceptable use policy is only reviewed biannually, rather than the recommended annual review. Also, ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements. The Library does have an ADA-compliant website, but new web accessibility standards since website upgrade will require compliance by 2027. Website is being assessed for an upgrade to meet these standards.*

b) *Ch. 13—Marketing, Promotion, & Collaboration—Staff identified that there is not a long-term communications plan.*

XIV. Librarian’s Report

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

A. Admin—

1. Baker & Taylor, one of the largest book distributors in the U.S., is going out of business at the end of the year. The library has already moved book purchasing to Ingram, which will likely experience delays with an increase in purchase requests from former Baker & Taylor customers.

B. Building—

1. Cypress tree removal completed.
2. Sorting Room floor replaced.

C. Youth Services—

1. Preschool fair to return in January, based on patron feedback.

D. Building—

1. Oberweis in Mokena on Dec. 3 is donating 20% of proceeds toward the Library's outreach vehicle fundraiser.

XV. Public Comment

Jeff Slovak mentioned the Friends of the Library's October book sale, with a profit of \$2,150. Next events are the winter art market Nov. 8 and Oberweis event on Dec. 3 to raise funds for outreach vehicle. Discussion with NAWS about February cat adoption event. Friends of the Library membership drive coming up.

XVI. Trustee Comment

Trustee Faris commended the library on its library card signup month. Trustee Miner mentioned that one of the dog handlers at the NAWS event ended up adopting the dog they were handling at the event. Trustee Meszaros congratulated Melissa Rice and Director Kowalcze on the work completed in the building the previous week. Trustee Evenhouse is interested in the ILA professional development events. President Look mentioned that the minutes from meetings and committees are helpful in reviewing business. She also thanked committee members for their work.

XVII. Executive Session

None required.

XVIII. Adjournment

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

President Look adjourned the meeting at 8:53 p.m.

Respectfully Submitted:

Emily Meszaros
Secretary Pro Tempore

Recorded By:

Jessica Stacy
Recorder