

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
September 23, 2021
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:04 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Wagner called the roll call.

Present: Trustee Drisko, Trustee Knutson, Trustee Skibinski, Trustee Look, & Trustee Wagner

Absent: Trustee Karabis & Trustee Schneider

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

Citizens Advisory Committee: Emily Meszaros

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes

A. Approval of the Minutes from the August 26, 2021 Special Board Meeting

Motion made by Trustee Skibinski to approve the minutes of the special board meeting held August 26, 2021. Seconded by Trustee Knutson. Minutes amended to correct the Board Secretary's name. All trustees voted "Aye" to approve the minutes as amended. Motion carried.

B. Approval of the Minutes from the August 26, 2021 Regular Board Meeting

Motion made by Trustee Wagner to approve the minutes of the regular board meeting held August 26, 2021. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.

VII. Treasurer’s Report

Trustee Skibinski presented the treasurer’s report for August 2021, on behalf of Trustee Schneider.

A. Balance Sheet as of August 31, 2021

B. Review of Bills for August 2021

Motion made by Trustee Wagner to approve the bills for August 2021 as presented. Seconded by Trustee Knutson.

Roll call vote

<i>Drisko</i>	<i>AYE</i>
<i>Knutson</i>	<i>AYE</i>
<i>Karabis</i>	<i>Absent</i>
<i>Skibinski</i>	<i>AYE</i>
<i>Wagner</i>	<i>AYE</i>
<i>Schneider</i>	<i>Absent</i>
<i>Look</i>	<i>AYE</i>

Motion carried.

C. Line of Credit Status— Completed siding and drainage project will be reflected on the next Board Report. Siding project went \$400 higher than originally estimated. The additional \$400 will come out of Building Maintenance.

D. Profit & Loss V. Last Year— Donation income being over budget highlighted. Databases may go over budget due to the Library being correctly recategorized in a higher population tier by Overdrive. This will be considered when the Working Budget is evaluated after the First Quarter.

E. Maintenance Expense V. Budget— Reading Room repairs highlighted.

VIII. Committee Reports

- A. Finance Committee – Nothing to report.
- B. Policy & Personnel Committee – Will be meeting September 28.
- C. Building & Grounds Committee – Due to ordinance the fence around the HVAC needs to be kept in place, will look into adding a gate for easier maintenance access.
- D. Strategic Plan Committee – Nothing to report

IX. Correspondence.

A. Email Correspondence to Board of Trustees—Several Board Members received emails regarding the Library’s mask rules. The Board discussed the mask rules and the CDC and IDPH’s guidance regarding masks and the ADA.

B. United Brotherhood of Carpenters & Joiners of America—Letter from the United Brotherhood of Carpenters & Joiners of America was discussed. The Library’s construction jobs being Public Works projects and thus subject to prevailing wage was reiterated.

X. Unfinished Business

A. Sunday Service Hours—Based on qualitative and quantitative data, the Library Director and Department Heads recommended continuing to stay closed on Sundays and revisiting this decision at the January Board Meeting. Weekend door count continues to be low and usage continues to be shorter grab-and-go visits. Department Heads will continue to gather data to measure when community demand will support reopening on Sundays.

XI. New Business

- A. Tax Levy Ordinance for Fiscal Year 2021-2022

Motion made by Trustee Drisko to approve the Tax Levy Ordinance for Fiscal Year 2021-2022. Seconded by Trustee Wagner.

Roll call vote

Drisko *AYE*

Knutson *AYE*

Karabis *Absent*

Skibinski *AYE*
Schneider *Absent*
Look *AYE*
Wagner *AYE*

Motion carried.

- B. Transfer Funds to Special Reserve Fund—These are funds that were not spent in FY2020-2021. The Special Reserve Fund is used for capital improvements or repairs.
Motion made by Trustee Wagner to transfer \$20,000 from the General Fund to the Special Reserve Fund. Seconded by Trustee Knutson.

Roll call vote

Drisko *AYE*
Knutson *AYE*
Karabis *Absent*
Skibinski *AYE*
Schneider *Absent*
Look *AYE*
Wagner *AYE*

Motion carried.

- C. Open Closed Session Minutes to the Public—The Library Board must review any Executive Session Minutes no less than semi-annually to determine if they should remain confidential or be opened to the public.
Motion made by Trustee Knutson to open certain Closed Session Minutes to the public and keep still privileged minutes closed. Minutes from the following dates were moved to be made public: 5/27/2017, 10/11/2017, 10/26/2017, 1/25/2018, 10/22/2018, 1/25/2018, 9/11/2019, 8/27/2020, 11/12/2020, 4/15/2021, 4/26/2021, 4/28/2021, 5/13/2021, and 5/17/2021. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.

D. Executive Session Recordings

Motion made by Trustee Wagner to approve the destruction of certain closed session meeting recordings older than 18 months. Recordings from the following dates were moved to be destroyed: 7/28/05, 12/2/09, 5/25/17, 10/11/17, 10/26/17, 1/25/2018, 10/22/18, 10/25/2018, and 9/11/19. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.

E. Staff Milestone Work Anniversary Acknowledgement—The Library would like to formalize the procedure for rewarding Staff Milestone Work Anniversaries in the form of a monetary bonus added to the paycheck following their anniversary date. Adding this bonus to paychecks, instead of a separate check or gift card, ensures that proper tax procedure will be followed.

Motion made by Trustee Drisko to approve one-time monetary bonuses to be added to staff paychecks in recognition of milestone work anniversaries, on the date of their anniversaries, in the amount and on the years stated below. The motion was amended to clarify that this is a one-time bonus, and to amend the bonus amount. Seconded by Trustee Knutson. All trustees voted “Aye.” Motion carried.

Years of Service	One-Time Bonus Amount
5	\$50
10	\$75
15	\$100
20	\$125
25	\$150

F. Policy Review: Conceal Carry Weapons Policy—The Board reviewed the previously named “Policy on Carrying Guns on Library Property.” The title of the policy was changed to reflect the Library’s policy naming conventions. Other minor changes were made in regards to formatting and clarification of language.

Motion made by Trustee Wagner to approve the Conceal Carry Weapons Policy as amended. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.

XII. Director’s Report

Director Kowalcze summarized the Director’s Report, a hard copy of which had previously been given to each Board Trustee. Highlights included the investigation of a ComEd project for High Energy Efficiency HVAC replacement, the on-boarding of new

staff members, the September Library Card Sign-Up Month campaign, and on-going building projects.

XIII. Public Comment

Citizens Advisory Committee member Emily Meszaros commented that the proposed COPPA (Children’s Online Privacy Protection Act) amendments may potentially limit school access to digital ebooks, eaudiobooks, or databases. Frankfort Public Library District should promote their digital offerings to the schools to fill that gap. Emily also shared a positive anecdote from a Chelsea School teacher praising the Library’s digital collections.

XIV. Trustee Comment

Trustee Skibiniski had a pop quiz for Trustees to reinforce Orientation training. Trustee Look praised everyone involved in the Library’s participation in the Fall Fest Parade, and highlighted it as a successful community event.

XV. Executive Session

None required.

XVI. Adjournment

Motion made by Trustee Wagner and seconded by Trustee Knutson to adjourn the meeting. All trustees voted “Aye.” Motion Carried.

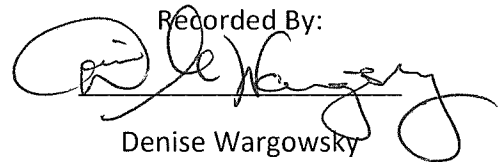
President Look adjourned the meeting at 8:33 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Denise Wargowsky
Recorder