

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
September 22, 2022
7:00 PM

TRUTH IN TAXATION PUBLIC HEARING

I. Call to Order

President Look called the meeting to order at 7:05 p.m.

II. Roll Call

Trustee Wagner called the roll call.

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

Absent: Trustee Schneider, Trustee Karabis, & Trustee Skibinski

Also Present: Amanda Kowalcze and Denise Wargowsky

Citizens Advisory Committee:

III. Introduction of Visitors

None.

IV. Public Comment—Agenda Items Only

Library is applying for tax levy above 5%, which under the Property Tax Extension Limitation Law (PTELL) necessitates a public hearing. Director received email from Will County advising that most government entities should apply for a higher levy due to the current Consumer Price Index (CPI) rates and hold a Truth in Taxation Hearing to receive full amount of taxes due as allowed by PTELL. Amount of tax levy revenue received per county is expected to be under 6%.

No public comment was received at this Hearing.

V. 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 7:08 p.m.

REGULAR MEETING AGENDA

- VI. Call to Order
President Look called the meeting to order at 7:09 p.m.

- VII. Pledge of Allegiance
Attendees recited the Pledge of Allegiance.

- VIII. Roll Call
Trustee Wagner called the roll call.

Present: Trustee Look, Trustee Wagner, Trustee Knutson, & Trustee Drisko
Absent: Trustee Schneider, Trustee Karabis, & Trustee Skibinski
Also Present: Amanda Kowalcze and Denise Wargowsky
Citizens Advisory Committee:

- IX. Introduction of Visitors
None.

- X. Public Comment—Agenda Items Only
None.

- XI. Approval of Minutes from the August 25, 2022 Meeting
Motion made by Trustee Wagner to approve the minutes of the regular board meeting held August 25, 2022. Seconded by Trustee Knutson. All trustees voted “Aye.” Motion carried.

- XII. Treasurer’s Report
Director Kowalcze read the treasurer’s report for August 2022.
 - A. Review of Bills for August 2022
Motion made by Trustee Drisko to approve the bills for August 2022 as presented. IKEA book shelving purchase being funded by donation. Seconded by Trustee Wagner. Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Skibinski	—
Wagner	AYE

Schneider —

Look AYE

Motion carried.

- B. Maintenance Expense V. Budget—Purchased cubicle barrier to protect staff computer from damage by items in adjacent delivery area. Higher utility costs due to air conditioning needed for summer months.
- C. Line of Credit Status—Reissued lost check to Batteries + Bulbs for 2020 purchase.
- D. Profit & Loss V. Last Year—Per capita grant for FY21–22 received, with 10% increase, in accordance with 10% population growth.
- E. Balance Sheet as of August 31, 2022

XIII. Committee Reports

- A. Finance Committee—Did not meet
- B. Policy & Personnel Committee—Met Sept. 12 to cover last of policies. Recruiting staff members to review benefits and present recommendations to board in January.
- C. Building & Grounds Committee—Did not meet
- D. Strategic Plan Committee—Focus group report due Sept. 23. Staff and trustee survey ready for release. On track to review data in October to inform new strategic plan.

XIV. Correspondence

None.

XV. Old Business

None.

XVI. New Business

- A. Tax Levy Ordinance for FY22–23

Motion made by Trustee Drisko to approve the Tax Levy Ordinance for FY22–23. Seconded by Trustee Wagner. Due to current CPI, library must apply for levy beyond 5% to receive full due amount of tax revenue under PTELL. Most other local libraries are proceeding similarly. Library will be issued greatest amount allowed by counties the District serves, likely between 5% and 6%. Roll call vote.

Drisko AYE

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

Motion carried.

B. Volunteer Policy

Motion made by Trustee Knutson to approve the Volunteer Policy. Seconded by Trustee Wagner. New policy addresses volunteer application process, expectations of volunteers, and terms of volunteer work. Policy also specifies no community service for court orders. All trustees voted “Aye.” Motion carried.

C. FOIA Policy

Motion made by Trustee Drisko to approve the FOIA Policy. Seconded by Trustee Wagner. New policy outlines process for FOIA requests and costs associated with requests. New FOIA request form available for use. Denial and partial denial forms available to staff. All trustees voted “Aye.” Motion carried.

D. Telecommuting Policy

Motion made by Trustee Wagner to approve the Telecommuting Policy. Seconded by Trustee Knutson. New policy addresses remote work arrangements on temporary or permanent basis for specific positions, for employees who meet eligibility requirements. Policy outlines security procedures for confidential information, recording of hours, and expectations of employees working remotely. Question made regarding access to confidential information outside of library and whether equipment will be provided. All trustees voted “Aye.” Motion carried.

E. Building Assessment Update

1. Architects performed assessment of roof and photographed items requiring urgent repair. Flashing on west side needs fasteners replaced and to be resealed. Drain on roof is not supported or insulated enough and could cause leak. Ponding occurring on roof near west end meeting rooms that created algae, due to incorrect sloping. Director Kowalcze shared photos with board members. Owner’s rep Dan Eallonardo is meeting with a roofing company on Sept. 26 to assess repairs and whether roofing warranties can be enforced.

F. Decennial Committees on Local Government Efficiency Act

1. Library required to create committee to study local efficiencies and make recommendations. Committee must be established by June 2023 and should include members of governing board and at least two district residents. Required minimum of three annual meetings, which may occur during regular board meetings.

G. Citizens Advisory Committee Applicants

1. Five applications received. Board considered interview strategy and will decide final candidate evaluation process pending discussion with absent board members.

H. Standards for IL Public Libraries Review: Ch. 5–7

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
 - a) Ch. 5—Building Infrastructure and Maintenance—Opportunities highlighted by staff include maintenance checklist, capital asset plan (pending), and updating the capital asset plan.
 - b) Ch. 6—Safety—Staff identified opportunity to test utility switches and create a safety checklist and schedule.
 - c) Ch. 7—Collection Management—Annual materials expenditures goal is minimum of 8%, but current budget is 7%.

XVII. Librarian’s Report

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

A. Administration

1. Sunday service hours have been reinstated. Letter of support written on behalf of Frankfort to extend bike trails via grant. Requesting new sign on southeast corner of Route 30 from IDOT. Frankfort Park District is applying for tax increase referendum and asked for board members’ contact info to share updates.

B. Friends of the Library

1. Friends request board presence on Nov. 12th for a ribbon cutting ceremony to open new Friends book sale corner.

XVIII. Public Comment

None.

XIX. Trustee Comment

President Look thanked everyone for attending the meeting and their contributions.

XX. Executive Session

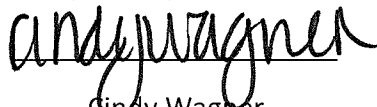
None required.

XXI. Adjournment

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

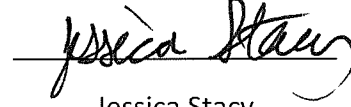
President Look adjourned the meeting at 8:32 p.m.

Respectfully Submitted:



Cindy Wagner
Secretary

Recorded By:



Jessica Stacy
Recorder