

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
September 28, 2023
7:00 PM

Truth in Taxation Public Hearing

I. Call to Order

President Look called the meeting to order at 7:02 p.m.

II. Roll Call

Trustee Knutson called the roll call.

Present: Trustee Look, Trustee Knutson; Trustee Drisko, & Trustee Veach

Absent: Trustee Wagner, Trustee Karabis, & Trustee Schneider

Also Present: Director Kowalcze & Denise Wargowsky

Citizens Advisory Committee: Brooks Stenoish

III. Introduction of Visitors

Jeffrey Slovak, Friends of the Library liaison

IV. Public Comment on the Proposed Tax Levy for FY23–24

None.

V. Adjournment

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

President Look adjourned the meeting at 7:03 p.m.

Regular Meeting Agenda

VI. Call to Order

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

VII. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

VIII. Roll Call

Trustee Knutson called the roll call.

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

Absent: Trustee Wagner, Trustee Karabis, & Trustee Schneider

Also Present: Director Kowalcze & Denise Wargowsky

Citizens Advisory Committee: Brooks Stenoish

I. Introduction of Visitors

Jeffrey Slovak, Friends of the Library liaison

II. Public Comment—Agenda Items Only

None.

III. Approval of Minutes from the Regular Meeting and the Budget & Appropriations Hearing August 24, 2023

Motion made by Trustee Veach to approve the minutes of the regular board meeting and the budget & appropriations hearing held August 24, 2023. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.

IV. Treasurer’s Report

Trustee Veach read the treasurer’s report for August 2023.

A. Review of Bills for August 2023

Motion made by Trustee Veach to approve the bills for August 2023 as presented. Seconded by Trustee Knutson. Roll call vote.

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| Drisko | AYE |
| Knutson | AYE |
| Karabis | — |
| Veach | AYE |
| Wagner | — |
| Schneider | — |
| Look | AYE |

Motion carried.

- B. Maintenance Expense V. Budget—Supplies, Maintenance, & Utilities budgets all below average.
 - C. Capital Funds Project Status
 - D. Profit & Loss V. Last Year—automation, adult materials, and circulation funds all trending over budget.
 - E. Balance Sheet as of August 31, 2023
- V. Committee Reports
- A. Finance Committee—Did not meet.
 - B. Policy & Personnel Committee—Met August 31 as benefits review committee. Meeting again October 2 for employee handbook review.
 - C. Building & Grounds Committee—Did not meet, waiting for proposals from architects.
 - D. Strategic Plan Committee—Met September 25, will be meeting quarterly. Tentative next meeting in January 2024.
 - 1. Quarterly Review—Director Kowalcze outlined initiatives from past quarter that aligned with new strategic plan.
 - a) *Access & Experience—Sunday service hours resume. Launch of Pronunciator platform for learning languages, citizenship resources, and collection items for underserved populations.*
 - b) *Communication—Quarterly print newsletters increasing program interest. Hosting new events that connect patrons with local organizations such as police and firefighters. Also includes 528 summer reading yard signs, new patron messaging platform MessageBee, and welcome materials for new library cardholders.*
 - c) *Experience—Promote staff development with continuing education goals for staff.*
 - d) *Space—StudioGC assessment of library building*
 - e) *Items in progress—New website with ADA-compliant design due to launch in early 2024, move to fiber internet service.*
 - f) *Next items—Developing a comprehensive marketing plan and a survey process to evaluate programming.*
- VI. Correspondence
Notes and emails from several patrons and families who have enjoyed the library's recent program offerings.

VII. Old Business

- A. Building Design Project—Gathering resources to assess building needs and finances available. Trustee Drisko detailed the architecture proposals from StudioGC. Owner’s rep Dan Eallonardo solicited proposals from several other architecture firms. Director Kowalcze asked board to clarify the scope of the project they’d like proposals for. Board requested estimate of next 10 years of maintenance costs for building. Building and Grounds Committee to meet with Dan Eallonardo to discuss proposals, then present recommendations at November meeting.

VIII. New Business

- A. Tax Levy Ordinance for FY23–24

Motion made by Trustee Drisko to approve the Tax Levy Ordinance for FY23–24. Seconded by Trustee Knutson. Estimated approval of 6% levy. Roll call vote.

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| Drisko | AYE |
| Knutson | AYE |
| Karabis | — |
| Veach | AYE |
| Wagner | — |
| Schneider | — |
| Look | AYE |

Motion carried.

- B. Library Insurance Management and Risk Control Combination (LIMRiCC) IGA Administrative Amendment

Motion made by Trustee Veach to approve the Resolution Amending the Intergovernmental Agreement with the Library Insurance Management and Risk Combination (LIMRiCC) to allow for administrative changes. Seconded by Trustee Drisko. Includes updated information about how the plan is and other administrative changes. All trustees voted “Aye.” Motion carried.

- C. Library Insurance Management and Risk Control Combination (LIMRiCC) IGA Substantive Amendment

Motion made by Trustee Knutson to approve the Resolution Amending the Intergovernmental Agreement with the Library Insurance Management and Risk Combination (LIMRiCC) to allow for substantive changes. Seconded by Trustee Veach. Changes include instituting late fees and administrative fees. Director

Kowalcze explained that the administration fee will be announced each year, and applies for each employee enrolled. Board is concerned about how administrative fees will be determined and the lack of transparency in the new fee process. All trustees voted “Nay.” Motion denied.

D. Pfeiffer Road Extension

1. No interruptions to the library so far.

E. Personnel Policy: Bereavement

Motion made by Trustee Knutson to approve the Bereavement section of the Employee Handbook as amended. Seconded by Trustee Veach. Updated to align with the state’s Child Bereavement Leave Act. All trustees voted “Aye.” Motion carried.

F. Personnel Policy: Blood and Organ Donation Leave

Motion made by Trustee Drisko to approve the Blood Donation Leave section of the Employee Handbook as amended. Seconded by Trustee Knutson. Updated to align with the state’s Organ Donor Leave Act. Outlines calculation of hours of leave for part-time workers. All trustees voted “Aye.” Motion carried.

G. Personnel Policy: Victims’ Economic Security and Safety Act (VESSA)

Motion made by Trustee Veach to approve the Victims’ Economic Safety and Security Act section of the Employee Handbook as amended. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.

H. Patron Behavior Policy

Motion made by Trustee Drisko to approve the Patron Behavior Policy as amended. Seconded by Trustee Veach. Minor update to incorporate changes in the Smoke-Free Illinois Act. All trustees voted “Aye.” Motion carried.

I. Board of Trustees Bylaw Amendment: Electronic Meeting Attendance Amendment

Motion made by Trustee Knutson to approve the amendment to the Electronic Meeting Attendance section of the board bylaws. Seconded by Trustee Drisko. Changes in accordance with Open Meetings Act amendment to allow electronic participation in board proceedings due to unexpected childcare obligations. Roll call vote.

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| Drisko | AYE |
| Knutson | AYE |
| Karabis | — |
| Veach | AYE |

Wagner —
Schneider —
Look AYE

Motion carried.

J. Standards for IL Public Libraries Review: Ch. 9–11

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

- a) *Ch. 9—Public Services: Reference and Reader’s Advisory Services—Staff noted room for improvement in retaining copies of at least one local newspaper for a minimum of six months. Staff noted room for improvement in reader’s advisory staff joining community clubs.*
- b) *Ch. 10—Programming—Staff identified no items that were not met.*
- c) *Ch. 11—Youth/Young Adult Services—Staff identified no items that were not met.*

- K. Friends of the Frankfort Library Annual Membership Drive—Jeff Slovak, former board member and current member of the Friends of the Library, presented on the importance of the Friends and their membership drive. He discussed initiatives the Friends have recently undertaken, including funding new furnishings, large print books, and more. He also mentioned other events sponsored by the friends, such as book sales, art markets, and flower sales.

IX. Librarian’s Report

The Board members received the August 2023 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Administrative

1. Auditors are prepared for October meeting.
2. Rise in bomb threats against Chicagoland libraries. Staff have been reminded of bomb threat policy.

B. Staff

1. Preparations for staff in-service day.
2. Several anniversaries of 15 and 20 years being celebrated.
3. Two new staff in Youth Services, two new pages.
4. West End employee gave notice.

C. Adult Services

1. Survey regarding Alzheimer’s and dementia resources for patrons.

X. Public Comment

Brooks Stenoish commented that new release holds are available much faster.

XI. Trustee Comment

Trustee Veach mentioned RAILS webinars regarding customer service and bomb threats. President Look thanked everyone for their participation and wished them a good weekend.

XII. Executive Session

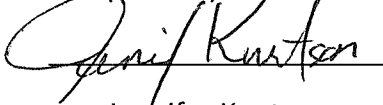
None required.

XIII. Adjournment

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

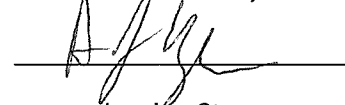
President Look adjourned the meeting at 8:51 p.m.

Respectfully Submitted:



Jennifer Knutson
Secretary

Recorded By:



Jessica Stacy
Recorder

Amanda Kawalczek
Library Director