

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
September 25, 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. Roll Call

Trustee Otway called the roll call.

Present: Trustee Look, Trustee Otway, Trustee Meszaros, Trustee Stenoish, Trustee Evenhouse, Trustee Faris, & Trustee Miner

Absent:

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee:

IV. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the August 28, 2025 Meeting

Motion made by Trustee Faris to approve the minutes of the regular board meeting held August 28, 2025. Seconded by Trustee Evenhouse. All trustees voted "Aye."
Motion carried.

VII. Treasurer's Report

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

A. Review of Bills for August 2025

Motion made by Trustee Faris to approve the bills for August 2025 as presented. Seconded by Trustee Otway. Roll call vote.

Look AYE

Miner AYE

Meszaros	AYE
Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

- B. Maintenance Expense V. Budget—
- C. Profit & Loss V. Last Year—Currently 3% under budget on expenses.
- D. Balance Sheet as of August 29, 2025—Transfer of excess budget from FY24–25 to Special Reserve budget was completed, bringing the Special Reserve balance to \$664,402.88.

VIII. Committee Reports

- A. Finance Committee—Oct. 2 meeting planned.
- B. Policy & Personnel Committee—Met Sept. 4 to review Meeting Room Policy, Materials Selection Policy, Reconsideration of Library Materials Form, Fixed Asset Capitalization Policy, and Outstanding Check Policy. Next meeting Oct. 9 to discuss Reconsideration of Library Materials Form, Materials Selection Policy, Fixed Asset Capitalization Policy, Credit Card Security Policy, Donation Policy, and Investment of Public Funds Policy.
- C. Building & Grounds Committee—Met Sept. 17. HVAC project completed Sept. 10. StudioGC received feedback from the board to be more conscientious of the library's limited public funds when assessing partners for the Reading Room Project. The timeline for Reading Room Project proposals to be presented to the board is January 2026. Sorting room floor replacement proposal discussed. Tentative Oct. 22 meeting.
 - 1. Quarterly Maintenance Review Checklist—No items of note.
- D. Strategic Plan Committee—Met Aug. 27 to review April–July 2025 of the strategic plan's progress and identify next items for focus. Oct. 29 meeting tentatively scheduled to review August and September.
 - 2. April–July 2025 Strategic Plan Report—Many items are related to programming this quarter. Discussion among departments to optimize program scheduling to include multiple age groups per session. Library's 60th birthday plans for spring 2026 are underway.

IX. Correspondence

None.

X. Old Business

A. Required and Recommended Renovation Work Project

1. Future Renovations—

B. Renovation Committee—

1.

C. Community Solar Electric Opportunity

Motion made by Trustee Evenhouse to authorize NIMEC (Northern Illinois Municipal Electric Collaborative) to serve as broker and consultant in evaluating community solar options and provide a bid for the Library. Seconded by Trustee Miner. NIMEC provided answers to the board's previous questions. The lowest term NIMEC has seen for the community solar contract is 15 years. Early termination fee could be waived, if replacing with a different contract. Overall, savings would still be beneficial to the Library's energy bill, regardless of if the savings drop below 10%. Looking at late 2026 or early 2027 for the contract to go into effect. Board asked whether other local libraries are considering this proposal, which they are. All trustees voted "Aye." Motion carried.

XI. New Business

A. 2025 Tax Levy Ordinance

Motion made by Trustee Otway to approve the 2025 Tax Levy Ordinance. Seconded by Trustee Faris. Roll call vote.

Look AYE

Miner AYE

Meszaros AYE

Otway AYE

Faris AYE

Evenhouse AYE

Stenoish AYE

Motion carried.

B. Library Building Maintenance Tax Ordinance

Motion made by Trustee Meszaros to approve the Building Maintenance Tax Levy. Seconded by Trustee Miner. Calculated separately from the overall Tax Levy, due to the Library having a separate fund for maintenance that the taxes collected will be awarded to. Roll call vote.

Look AYE

Miner AYE

Meszaros AYE

Otway AYE

Faris AYE

Evenhouse AYE

Stenoish AYE

Motion carried.

C. Policy Review: Outstanding Check Policy

1. Upon review, the Policy and Personnel committee did not determine that any updates were necessary.

D. Meeting Room Policy

Motion made by Trustee Miner to approve the Meeting Room Policy as revised, effective for reservations on or after January 1, 2026. Seconded by Trustee Faris. Updates to policy restrict meeting room reservations to entities residing within the Library district to avoid misuse by out-of-district groups, such as exceeding capacity or hosting parties. The policy now clarifies the number of tables and chairs available for a meeting room reservation and that reservations in the rooms are not open to the public for the purpose of staying within the room's capacity. All trustees voted "Aye." Motion carried.

E. Circulation Sorting Room Floor Proposal

Motion made by Trustee Meszaros to approve the proposal to replace the sorting room floor from Flooring America in the amount of \$1,605. Seconded by Trustee Otway. Intention is for the installation to take place over two days, one of which will be the staff in-service day in October. Roll call vote.

Look AYE

Miner AYE

Meszaros AYE

Otway	AYE
Faris	AYE
Evenhouse	AYE
Stenoish	AYE

Motion carried.

F. Engineering Survey Proposals

Motion made by Trustee Faris to approve the engineering survey proposal by Ridgeline Consultants in the amount of \$3,450. Seconded by Trustee Stenoish. StudioGC and owner's representative Dan Eallonardo assessed proposals and found all three to be equivalent in scope of work. Survey is to create the topography around the Reading Room and ensure that the Reading Room itself will be graded to the correct level in relation to the ground outside. Ridgeline price is lowest, and they are available to start three weeks from acceptance of proposal. Hoping to have plans finalized in November, with requests for proposal opening in December. Roll call vote.

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

Motion carried.

G. Standards for IL Public Libraries Review: Ch. 10 & 11

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

- a) *Ch. 10—Programming—Staff identified no items that were not met.*
- b) *Ch. 11—Youth/Young Adult Services— Staff identified no items that were not met.*

XII. Librarian's Report

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

A. Administrative

1. Staff In-Service Day on Oct. 17.

B. Friends of the Library

1. Successful September book sale along with a NAWS adoption event. A dog was adopted, and the Friends are looking to replicate the event in October.

C. Circulation

1. Library Card Sign Up Month is in September.

XIII. Public Comment

Jeff Slovak mentioned the September book sale. The Friends have already exceeded the amount raised by the book sales last year. They'll host the art market in November, along with the Friends membership drive.

XIV. Trustee Comment

Trustees enjoyed being in the Fall Fest parade. Trustee Meszaros mentioned donating books to the Friends' book sale. President Look thanked everyone for the work they've done on board committees.

XV. Executive Session

None required.

XVI. Adjournment

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

President Look adjourned the meeting at 8:37 p.m.

Respectfully Submitted:

Jeffrey Otway
Secretary

Recorded By:

Jessica Stacy
Recorder