FRANKFORT PUBLIC LIBRARY DISTRICT
POLICY AND PERSONNEL COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
September 4, 2025
9AM

I. Call to Order
The meeting was called to order at 9:05AM.

II. Roll Call
Present: Trustee Otway and Trustee Meszaros.
Absent: Trustee Evenhouse
Also Present: Director Kowalcze
Citizens Advisory Committee: None

III. Introduction of Visitors
None

IV. Minutes for Approval
Trustee Meszaros motioned and Trustee Otway seconded to approve the Minutes from the meeting on August 14, 2025. The Minutes were unanimously approved them with no edits.

V. Old Business
A. Meeting Room Policy
1. The Committee discussed current Meeting Room rental fees and requirements of local public institutions such as the Village and Park Districts. The institutions have a range of costs, residency requirements, and insurance coverage requirements for meeting room rental. The Committee decided that the current meeting room costs are sufficient.
2. The Committee discussed a section of the Policy requiring groups to comply with the Americans with Disabilities Act (ADA). Director Kowalcze will research and see if this section is still necessary if the meetings are no longer required to be open to the public.
3. The Committee agreed to forward the policy to the full Board for discussion.

VI. New Business
A. Material Selection Policy & Reconsideration of Library Material Form
1. The Committee reviewed the Material Selection Policy and discussed some draft changes. One suggested change is to add additional information regarding collection parameters. Additional suggested changes better outline the procedure for Reconsideration of Library Materials. Currently, the policy limits those who can

submit a Request for Reconsideration to District Residents, but the Committee discussed changing this to Frankfort Library Cardholders. Additionally, the Committee discussed adding some language limiting the number of simultaneous Requests an individual could have under review, and setting parameters for how often the same item would be considered.

2. The last time that this Policy was reviewed, the Library did not have it's current Library of Things collection. The Committee discussed how the Policy works with the Library of Things. Director Kowalcze will reach out to other libraries to see how they have adapted their similar policies to apply to their Library of Things collections.

3. The Committee decided to revisit this policy and form at the next meeting.

B. Fixed Asset Capitalization Policy

1. The Committee discussed the current Fixed Asset Capitalization Policy. This policy governs how the Library recognizes and depreciates Capital Assets. In consideration of the Library's Outreach Vehicle fundraiser, the Committee discussed adding Vehicles as a Fixed Asset Capitalization category, with a recommended depreciation estimated useful life of 10 years as suggested by the auditor.

2. The Committee discussed if there should be additional Capital Asset categories outlined in the policy, such as land and land improvements. Director Kowalcze will ask the auditor for their suggestion regarding the policy.

3. The Committee decided to revisit this policy at the next meeting.

C. Outstanding Check Policy

1. The Committee reviewed the current Outstanding Check Policy and did not have any suggested changes. The Committee recommended bringing this policy for review to the next Board Meeting.

D. Next Meeting

1. The Committee plans to meet next at 9:15am on Thursday, October 9th. The Committee will be reviewing the following policies: Reconsideration of Library Material Form, Materials Selection Policy, Fixed Asset Capitalization Policy, Credit Card Security Policy, Donation Policy, and the Investment of Public Funds Policy.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 10:14am.

Recorded By:
Amanda Kowalcze
Library Director