

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
December 9, 2021
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 Wagner called the roll call.

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

Absent: Trustee Karabis

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

Citizens Advisory Committee:

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the November 18, 2021 Meeting

Motion made by Trustee Schneider to approve the minutes of the regular board meeting held November 18, 2021. Seconded by Trustee Knutson. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for November 2021.

A. Review of Bills for November 2021

Motion made by Trustee Schneider to approve the bills for November 2021 as presented. Seconded by Trustee Skibinski. Roll call vote.

Drisko AYE

Knutson AYE

Karabis	—
Skibinski	AYE
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget
- C. Line of Credit Status—Current balance is \$326,617.74
- D. Profit & Loss V. Last Year—94% of revenue received. Audit to be corrected for per capita grant, which was mistakenly applied to FY20–21. 42% of the budget for FY21–22 has been spent.
- E. Balance Sheet as of November 30, 2021

VIII. Committee Reports

- A. Finance Committee—Planning to meet in January
- B. Policy & Personnel Committee—Met Nov. 29th, will meet again in January
- C. Building & Grounds Committee—Meeting Dec. 10th, reviewing previous capital priorities
- D. Strategic Plan Committee—President Look presented the current strategic plan to trustees to review before first meeting in January. She'd like everyone to assess how the library has changed and what the community's current needs and wants are for the library.

IX. Correspondence

None.

X. Old Business

None.

XI. New Business

- A. Personnel Policy—Vacation & Personal Days

Motion made by Trustee Skibinski to approve the Personnel Policy, as revised. Seconded by Trustee Drisko. All paid time off will be awarded annually on the

employee’s anniversary date, rather than on a new fiscal year. All trustees voted “Aye.” Motion carried.

B. Policy Review: Materials Selection Policy

Motion made by Trustee Wagner to approve the Materials Selection Policy, as revised. Seconded by Trustee Schneider. Updated to streamline overall policy and detail process for reconsideration of library materials. Questions made regarding materials donated to the library, in reference to this policy. All trustees voted “Aye.” Motion carried.

C. Policy Review: Gift Ban Policy

Motion made by Trustee Drisko to approve the Gift Ban Policy, as revised. Seconded by Trustee Knutson. Policy amended to specify that no gifts of any amount should be accepted or solicited. All trustees voted “Aye.” Motion carried.

D. Policy Review: Community Information & Solicitation Policy

Motion made by Trustee Drisko to approve the Community Information & Solicitation Policy. Seconded by Trustee Knutson. Staff considering spaces for community bulletin board. Time limit for items displayed will be 30 days after posting. All trustees voted “Aye.” Motion carried.

E. Standards for Illinois Public Libraries: Serving Our Public 4.0 Review- Chapters 10–13—Programming checklist includes advertising accommodations for patrons with disabilities. Youth/Young Adult Checklist action items are regularly evaluating services and advertising accommodations for patrons with disabilities. Technology checklist requires ADA compliant website and long-term plan for technology. Internet use policy review should increase to annual assessment. Marketing, Promotion, & Collaboration action items include a communication plan that supports strategic plan and ADA compliance for promotions and services. Library encouraged to invite local, state, and federal officials to visit. Board, administration, and staff to conduct annual library walk-through. Library to survey patrons and the community to judge awareness of the library’s programs and services.

XII. Librarian’s Report

The Board members received the November 2021 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. AFLAC met with staff

B. Building & Grounds

1. Siding replacement project completed. Wire discovered dug up and cut was repaired and reburied. Plumbing issue resolved.

C. Technology

1. Event calendar transfer from Demco to LibraryCalendar. SWAN migrating from Enterprise to Aspen in spring 2022.

D. Community

1. Library visits have increased. Covid vaccine clinic hosted.

E. Friends of the Library

1. Giving Tree donation and Giving Tuesday promotion.

XIII. Public Comment

None.

XIV. Trustee Comment

Trustees wished everyone a good holiday and a happy new year. Trustee Knutson complimented how efficient and concise Director Kowalcze is. President Look thanked everyone in the meeting for a great end of year and the collaboration between the board members and the staff.

XV. Executive Session

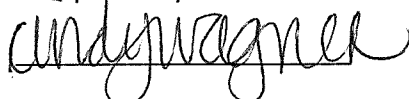
None required.

XVI. Adjournment

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

President Look adjourned the meeting at 8:06 p.m.

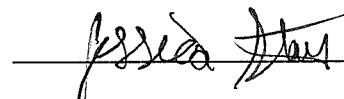
Respectfully Submitted:



Cindy Wagner

Secretary

Recorded By:



Jessica Stacy

Recorder