

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
April 25, 2024
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

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

Absent: Trustee Karabis

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

Citizens Advisory Committee: Brooks Stenoish, Tracey Bohl, & Mary Lynne Paris

IV. Introduction of Visitors

Jeffrey Slovak, Friends of the Library Liason

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the March 28, 2024 Meeting

a. Decennial Committee and Regular Board Meeting March 28, 2024

Motion made by Trustee Schneider to approve the minutes of the Decennial Committee meeting and regular board meeting held March 28, 2024. Seconded by Trustee Knutson. Within regular meeting minutes, changes include adding "After reviewing where the Board is in this ongoing plan, Board President Look will establish a Renovation Committee. This will be done after the trustee vacancy is filled and after board discussion of the process to establish this committee" to item XIX.A.2. One correction to item XIX.A.3. includes changing "Framework for Foundations" to "Foundations, Friends, and Fundraising". All trustees voted "Aye." Motion carried.

b. Interview Committee Meeting April 17, 2024

c. Interview Committee Meeting Executive Session April 17, 2024

Motion made by Trustee Drisko to approve the regular minutes and the executive session minutes from the April 17, 2024. Seconded by Trustee Wagner. All trustees

**voted “Aye.” Trustee Look abstained, due to not being present for meetings.
Motion carried.**

VII. Treasurer’s Report

Trustee Schneider read the treasurer’s report for March 2024.

A. Review of Bills for March 2024

Motion made by Trustee Schneider to approve the bills for March 2024 as presented. Seconded by Trustee Wagner. IMRF charge at beginning of March was due to IMRF website update that delayed payment processing. Roll call vote.

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

Motion carried.

- B. Maintenance Expense V. Budget—Building maintenance expense of \$6k is under average of \$9k. Memo on water bill charge to be updated to reflect correct month.
- C. Capital Funds Project Status—Balance of \$210k
- D. Profit & Loss V. Last Year—YTD revenue \$92k over budget, while spending is at 71.4% YTD. Will finish FY23–24 with surplus of \$108k, if trend continues.
- E. Balance Sheet as of March 29, 2024
- F. Q3 Review—\$60k quarterly revenue, comparable to FY22–23. Expenses for quarter were \$674k, a \$67k increase YoY. Compared to FY22–23, health insurance increased \$15k, while payroll increased \$28k, due to positions open same quarter in FY22–23.

VIII. Committee Reports

- A. Finance Committee—Did not meet, but will meet in May to discuss FY24–25 working budget.

- B. Policy & Personnel Committee—Did not meet, but will meet to review final employee handbook.
- C. Building & Grounds Committee—Did not meet.
- D. Strategic Plan Committee—Did not meet.

IX. Correspondence
None.

X. Old Business

A. Required and Recommended Renovation Work Project

- 1. Update to reflect that loading dock safety rails are waiting to be installed.

XI. New Business

A. Insurance Broker Change

- 1. Current general liability insurance broker does not meet library’s needs. Broker does not have experience with government groups, such as libraries. Cook & Kocher is a growing insurance group that is experienced in working with libraries and other government entities and will take a more proactive role in insuring the library.

Motion made by Trustee Drisko to approve Cook & Kocher as the library’s new insurance broker. Seconded by Trustee Wagner. All trustees voted “Aye.” Motion carried.

B. 2024–2025 Salary Schedule

Motion made by Trustee Wagner to approve the FY24–25 Salary Schedule. Recommendations based on HR Source Library Compensation Survey in March 2023. Benchmark is recommended to be reviewed every three years, as is typical for organizations of the library’s size. Salary schedule update would include pay increases for 15 staff members, with hourly wage increases ranging from \$0.15 to \$1.50. Pay Grade 1 minimum pay rate is updated to \$15 to reflect changing minimum wage. Recommended 3% raise for all staff is an annual cost of \$43,709.78. Seconded by Trustee Drisko. Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Wagner	AYE

Schneider AYE

Look AYE

Motion carried.

C. Director’s Review—June

1. Board is seeking updated assessment tools for director review, but Director Kowalcze can fill out self-assessment in current format. Details of the process to be finalized by May meeting.

XII. Librarian’s Report

The Board members received the March 2024 monthly librarian’s report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. Staff gave out 1,550 pairs of solar eclipse glasses. Since a Frankfort Public Library District library card was required to receive eclipse glasses, 81 new patrons joined the library.
2. Preliminary response to Illinois Live and Learn Construction grant request indicated 97.25% recommendation to fund matching grant. Final decisions regarding amounts of grants will be made within 2 weeks.
3. Head of Adult Services, Melissa Rice, will stand in for Director Kowalcze at May board meeting.

B. Building & Grounds

1. Purchased a stock of replacement carpet tiles that should last about 5 years.
2. Failed valve in air handler, not keeping track of how much freon is being used. If replacement valve cannot be found, air handler and chiller will need replacing. Trustee Drisko recommended reverse engineering the valve as an alternative to replacement. If unit is replaced, current code requires unit to be relocated, which could result in additional electricity costs. Technician unofficial estimate for replacement unit is \$250k-\$300k.

C. Friends of the Library

1. Elections were held, including selection of new officers.

D. Youth Services

1. Christy is moving to Youth Services full time.

XIII. Public Comment

Jeff Slovak said Senator Michael Hastings is local and might help if chiller needs replacement.

XIV. Executive Session

Motion made by Trustee Wagner to adjourn to closed session to discuss the selection of a person to fill a public office as permitted by the Open Meetings Act, 5 ILCS 120/2(c)(3). Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

Executive session began at 8:10 p.m.

Executive session ended at 8:48 p.m.

XV. Action Following Executive Session

a. Trustee Vacancy

Motion made by Trustee Knutson to appoint Brooks Stenoish to fill the vacancy on the Board of Trustees. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

1. Board President Look will reach out to Brooks Stenoish and inform her of the appointment and welcome her to the Board. The Oath of Office will be administered at the May Board Meeting. The Board directed Director Kowalcze to draft a formal letter on behalf of the Board to Brooks Stenoish formally appointing her to the Board of Trustees. A letter will also be sent to the other applicants thanking them for their time and interest and encouraging them to apply for the Citizen’s Advisory Committee and to run for the Board in the next election.

XVI. Trustee Comment

Trustee Wagner thanked the Interview Committee for all their work during the trustee interview process. Trustee Drisko stated that he thinks we have a great candidate joining the Board of Trustees. Trustee Knutson agreed with Trustee Drisko. Trustee Look thanked the Board for all their work on the interviews and throughout the appointment process.

XVII. Adjournment

Motion made by Trustee Schneider and seconded by Trustee Wagner to adjourn the meeting. All trustees voted “Aye.” Motion carried.

President Look adjourned the meeting at 8:59p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder