

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
August 22, 2024
7:00 PM

Public Hearing on the Approval of
Budget & Appropriations Ordinance for FY24–25

- I. Call to Order
President Look called the meeting to order at 7:02 p.m.

- II. Appointment of Secretary Pro Tempore
Motion made by Trustee Drisko to approve the appointment of Trustee Wagner as Secretary Pro Tempore. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

- III. Roll Call
Trustee Wagner called the roll call.

Present: Trustee Look, Trustee Schneider, Trustee Drisko, Trustee Stenoish, Trustee Karabis, & Trustee Wagner
Absent: Trustee Knutson
Also Present: Amanda Kowalcze, Denise Wargowsky & Melissa Rice
Citizens Advisory Committee: Tracey Bohl, Julie Terlep, & Mary Lynne Paris

- IV. Introduction of Visitors
Jeffrey Slovak, Friends of the Library liaison

- V. Comments on the Budget & Appropriation Ordinance for FY24–25
None.

- VI. Adjournment
Motion made by Trustee Drisko and seconded by Trustee Wagner to adjourn the meeting. All trustees voted “Aye.” Motion carried.

President Look adjourned the meeting at 7:04 p.m.

VII. Call to Order

President Look called the meeting to order at 7:05 p.m.

VIII. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

IX. Roll Call

Trustee Wagner called the roll call.

Present: Trustee Look, Trustee Schneider, Trustee Drisko, Trustee Stenoish, Trustee Karabis, & Trustee Wagner

Absent: Trustee Knutson

Also Present: Amanda Kowalcze, Denise Wargowsky & Melissa Rice

Citizens Advisory Committee: Tracey Bohl, Julie Terlep, & Mary Lynne Paris

X. Introduction of Visitors

Jeffrey Slovak, Friends of the Library Liaison

XI. Approval of Minutes from the June 27, 2024 Meeting

Motion made by Trustee Schneider to approve the minutes of the regular board meeting held June 27, 2024. Seconded by Trustee Stenoish. Correction made to add that Trustee Wagner made the motion to adjourn to executive session and Trustee Stenoish seconded. All trustees voted "Aye." Motion carried.

XII. Treasurer's Report

Trustee Schneider read the treasurer's report for June & July 2024.

A. Review of Bills for June & July 2024

Motion made by Trustee Schneider to approve the bills for June and July 2024 as presented. Seconded by Trustee Drisko. Question made regarding July independent contractor charge for HVAC; contractor identified as Dan Eallonardo, library's owner's representative. Roll call vote.

Drisko AYE

Knutson —

Karabis AYE

Wagner AYE

Schneider AYE

Stenoish AYE

Look AYE

Motion carried.

- B. Maintenance Expense V. Budget—Utilities were low. Semiannual HVAC work completed. Tree replacement in parking lot has been covered by driver’s insurance.
- C. Capital Funds Project Status—No changes.
- D. Profit & Loss V. Last Year—Net income of \$313K for FY23–24, compared to estimate of \$20K. Expenditures were below budget, mainly due to how payroll aligned with end of fiscal year and overestimated tax expenses. As of July, 52% of revenue has been received for FY24–25. \$50K per capita grant received.
- E. Balance Sheet as of June 28, 2024
- F. Fourth Quarter/End of FY23–24 Report—Report will be available in September.

XIII. Committee Reports

- A. Finance Committee—Met August 14 to draft the FY24–25 Budget & Appropriation Ordinance. Also reviewed maintenance levy, which is on the agenda for approval, and reviewed draft tax levy, which will be on September board meeting agenda. Discussed investment opportunities and loan renewal with Old Plank Trail Bank.
- B. Policy & Personnel Committee—Met August 8 to review board bylaws and trustee binder. Created policy review calendar. Decided next meeting date to be determined ad hoc at each meeting. Next meeting September 4.
- C. Building & Grounds Committee—Did not meet. Director Kowalcze to check with fire department about whether any of the circle drive should be a designated fire lane. Director Kowalcze will contact police department to discuss safety and efficiency for election and early voting.
- D. Strategic Plan Committee—Planning to meet September 6 to assess previous quarter’s progress.

XIV. Correspondence

- A. Contact the Board Email Communication: EV Car Chargers
Patron contacted the board to suggest the library apply for a grant for an electric vehicle charging station through the Illinois EPA. Director Kowalcze contacted other libraries that had installed EV charging stations to discuss costs and scope of work required to set up a station. She was referred to Verde Energy that works with ComEd to discuss incentives. Trustees encouraged her to reach out for ballpark cost.

XV. Old Business

A. Required and Recommended Renovation Work Project

1. No new items or updates.

B. Renovation Committee

1. No updates.

XVI. New Business

A. Intergovernmental Agreement with Summit Hill School District 161

Motion made by Trustee Drisko to approve the intergovernmental agreement between the Library and Summit Hill School District 161 authorizing the issuance of educator cards for School District 161 staff for classroom use. Seconded by Trustee Wagner. Initial protocol will allow checkouts on any items, with policy to be reassessed at end of school year. All trustees voted "Aye." Motion carried.

B. Investment Opportunities

1. Discussed bond options to maximize interest on investments as interest rates are predicted to fall soon. This is possible avenue to increase funding available to the library quickly with little risk. Director Kowalcze recommended using the Working Cash Fund, which is legally not allowed to be mixed with other funding and can only be used to cover operating expenses once all other funds are exhausted. Investments can be cashed out for a penalty fee, if truly needed. Trustees discussed appropriateness of the investment and how much is available. Common strategy is to ladder investments into maturation terms of 3, 6, and 9 months. Trustee Schneider asked Denise Wargowsky to create an analysis of what funding could be available for a 3-, 6-, and 9-month ladder. Director Kowalcze stated that minimum required investment is likely to be \$500K, but the bank might allow a lower minimum due to the library being a public entity. Options to be further discussed at September Finance Committee Meeting.

C. Special Reserve Fund Transfer

Motion made by Trustee Schneider to approve the transfer of \$200K from the General Fund to the Special Reserve Fund, effective June 30, 2024. Seconded by Trustee Karabis. Surplus in General Fund is due to tax levy revenue from FY23–24 being placed in the General Fund rather than multiple funds. Special Reserve Fund can be spent on capital projects, such as the upcoming east end HVAC replacement. Roll call vote.

Drisko

AYE

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| Knutson | — |
| Karabis | AYE |
| Wagner | AYE |
| Schneider | AYE |
| Stenoish | AYE |
| Look | AYE |

Motion carried.

D. Budget and Appropriation Ordinance for FY24–25

Motion made by Trustee Wagner to approve the Budget & Appropriation Ordinance for FY24–25. Seconded by Trustee Schneider. Roll call vote.

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

Motion carried.

E. Library Building Maintenance Tax Ordinance

Motion made by Trustee Drisko to approve the Building Maintenance Tax Levy. Seconded by Trustee Schneider. Roll call vote.

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

Motion carried.

- F. Illinois Public Library Annual Report (IPLAR)—copy from state received; report is in good shape.
- G. Standards for IL Public Libraries Review: Ch. 11-13
 - 1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
 - a) *Ch. 11—Youth/Young Adult Services—Staff identified that not all shelving for children’s materials is appropriately sized. Some adult shelving is used to accommodate holiday items only.*
 - b) *Ch. 12—Technology—Staff noted that internet acceptable use policy is only reviewed biannually, rather than the recommended annual review. Fax machine line is recommended but was removed from library due to no usage and receiving spam. Also, ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements. Some previously unmet standards are now being met this year.*
 - c) *Ch. 13—Marketing, Promotion, & Collaboration—Staff identified that there is not a long-term communications plan. Library’s publicity methods do not include podcasting, billboards, or speeches.*

XVII. Executive Session—(If Required)

Board opted not to go into executive session, as they are already familiar with content of executive session minutes to be reviewed.

XVIII. New Business (Cont’d)

A. Executive Session Meeting Minutes

Motion made by Trustee Wagner to approve the minutes of the executive sessions on March 28, 2024; April 25, 2024; and June 27, 2024. Seconded by Trustee Karabis. Trustee Stenoish was not on the board for the March and April meetings and is abstaining from voting. All other trustees voted “Aye.” Motion carried.

B. Executive Session Meeting Minutes

Motion made by Trustee Drisko to open certain executive session minutes to the public and keep still-privileged minutes closed. Seconded by Trustee Schneider. Minutes from March 28, 2024; April 15, 2024; April 16, 2024; April 17, 2024; April 25, 2024; and June 27, 2024 opened to the public. February 27, 2020 minutes will be kept closed. All trustees voted “Aye.” Motion carried.

C. Executive Session Recordings

Motion made by Trustee Schneider to approve the destruction of certain executive session meeting recordings older than 18 months, with the exception of February 27, 2020. Seconded by Trustee Karabis. All trustees voted "Aye." Motion carried.

XIX. Librarian's Report

The Board members received the June & July 2024 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. Ongoing check fraud concerns.

B. Community

1. New patron is enjoying the library's services and complimented several librarians.

XX. Public Comment

Julie Terlep said a financial investment would demonstrate good stewardship by trying to maximize the library's funds; she thinks the community would understand that the money is secure. Tracey Bohl said she appreciated how thorough the board is and that her daughter is enjoying programming. Jeffrey Slovak mentioned the Friends of the Library's next two book sales, the November art market, the December candle-making event, and the January art market.

XXI. Trustee Comment

President Look commented that her neighbor mentioned that her child really enjoys the library and has read an entire book series. President Look discussed press release wherein the per capita grant was implied to be a nonstandard grant that the library was awarded. She also thanked everyone for the hard work that goes into the meetings. Trustee Schneider mentioned a very community-engaged contact of his that commented the library board is run well.

XXII. Adjournment

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

President Look adjourned the meeting at 9:03 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder