

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
December 12, 2024
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:09 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 Stenoish, Trustee Drisko, & Trustee Schneider

Absent: Trustee Karabis & Trustee Wagner

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

Citizens Advisory Committee: Julie Terlep

IV. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the November 21, 2024 Meeting

Motion made by Trustee Drisko to approve the minutes of the special board meeting held November 21, 2024. Seconded by Trustee Stenoish. All trustees voted "Aye." Motion carried.

Motion made by Trustee Knutson to approve the minutes of the regular board meeting held November 21, 2024. Seconded by Trustee Schneider. Changes requested to reflect that in item VIII. C., President Look spoke with Senator Hastings' senior advisor, not Senator Hastings. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Schneider read the treasurer's report for November 2024.

A. Review of Bills for November 2024

Motion made by Trustee Schneider to approve the bills for November 2024 as presented. Seconded by Trustee Drisko. Roll call vote.

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

Motion carried.

- B. Maintenance Expense V. Budget—Building Supplies well below monthly average.
- C. Capital Funds Project Status—First payment sent to AMSCO Engineering for design of new East End HVAC.
- D. Profit & Loss V. Last Year—Currently at \$3.2M of expected \$3.3M revenue. Expenditures only at 37% of budget, despite being 41% through the year. \$47K below average monthly expenditure budget for November.
- E. Balance Sheet as of November 29, 2024

VIII. Committee Reports

- A. Finance Committee—Did not meet.
- B. Policy & Personnel Committee—Met Dec. 2 to review policies on tonight’s agenda. Future committee meetings tabled until after the April election, barring any urgent matters, due to Trustee Wagner’s pending departure.
- C. Building & Grounds Committee
 - 1. Quarterly Maintenance Checklist Review—Reviewed maintenance items scheduled to be completed from Sept. through Nov. Head of maintenance has expressed enthusiasm about the checklist process.
 - 2. Board discussed lighting and visibility issues at library parking lot entrance, considering options to have a civil engineer assess moving the entrance to the parking lot and possibly creating a turn lane for traffic turning left into the library.

- D. Strategic Plan Committee—Meeting again in January. Library is already over halfway through current 3-year strategic plan.

IX. Correspondence

None.

X. Old Business

A. Required and Recommended Renovation Work Project

B. Renovation Committee

1. Discussion about need for committee slated for January meeting.

C. Potential Donation Discussion

1. Director Kowalcze met with potential donors again. They prefer to remain as anonymous as possible, but are interested in being acknowledged via the donor wall in the library entrance vestibule. They are interested in increasing their donation to \$30K and would like to sign the donation agreement next week, pending board discussion. President Look suggested developing a policy for library staff participation in fundraising.

D. Board Continuity/Transition—Board discussed succession of board officers, in the event that both the President and Vice President are not able to attend a meeting.

XI. New Business

A. Policy Review: Outstanding Check Policy and Unattended Children Policies

1. No suggested changes following review by the Policy & Personnel Committee.

B. Confidentiality of Library Records and Patron Data Privacy Policy

Motion made by Trustee Stenoish to approve the Confidentiality of Library Records and Patron Data Privacy Policy as revised. Seconded by Trustee Schneider. Updates include citing data retention laws, clarifying that authorized IT consultants may have access to data, and that the library's participation in SWAN also requires access to library patron data. All trustees voted "Aye." Motion carried.

C. Library Social Media & Comment Policy

Motion made by Trustee Knutson to approve the Library Social Media & Comment Policy as revised. Seconded by Trustee Drisko. Changes made to define what is and isn't permissible content. Director Kowalcze attended a training that outlined what types of content are not a violation of the First Amendment and can be deleted or reported to the relevant social media platform. The training encouraged attendees

to consult an attorney, if there's a question about appropriateness of the comment and the library's right to legally delete it. All trustees voted "Aye." Motion carried.

D. Credit Card Use Policy

Motion made by Trustee Drisko to approve the Credit Card Use Policy as revised. Seconded by Trustee Schneider. Sentence discussing primary methods of payment removed. Language added to detail procedures if an employee accidentally misuses a library credit card. Updated procedure for making card payments, particularly for digital payments. All trustees voted "Aye." Motion carried.

E. Alcohol in the Library Policy

Motion made by Trustee Schneider to approve the Alcohol in the Library Policy as revised. Seconded by Trustee Drisko. Change made to increase the required notice period provided by an event organizer to request alcohol be permitted at an event at the library. The increase from 3 days to one week will allow the board more time to review the request and respond appropriately. All trustees voted "Aye." Motion carried.

F. Vulnerable Adults Policy

Motion made by Trustee Knutson to approve the Vulnerable Adults Policy. Seconded by Trustee Stenoish. New policy devised to define who meets the criteria of being a vulnerable adult and what the staff procedures are if a vulnerable adult is identified alone in the library. All trustees voted "Aye." Motion carried.

XII. Librarian's Report

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

A. Administrative—

1. Annual fire sprinkler test was passed, but alarm panel issue was noted. Inspection determined circuit board in alarm panel is failing, which will not impact ability of alarms to be triggered, but could inhibit alarms from being turned off. President Look gave Director Kowalcze authorization to proceed with replacing the circuit board panel, as this is a safety issue.
2. Shout out to staff for their flexibility during a temporary staff shortage.

B. Building & grounds—

1. New garage door installed

XIII. Public Comment

Julie Terlep appreciated that staff has had de-escalation training and is pleased that an outreach vehicle is being pursued. Jeff Slovak mentioned past Friends of the Library events and the next art market on Jan. 25.

XIV. Trustee Comment

Trustees wished everyone a happy and safe holiday season. Trustee Schneider mentioned he will not be in attendance at the January meeting. President Look is proud of the board's accomplishments this year and wished everyone peace through the holidays and the new year. She thanked the staff for their work that goes into preparing for the meetings.

XV. Executive Session

None required.

XVI. Adjournment

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

President Look adjourned the meeting at 8:32 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder