

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
January 23, 2025
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:04 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

Present: Trustee Karabis, Trustee Knutson, Trustee Drisko, Trustee Look, Trustee Stenoish

Absent: Trustee Schneider

Also Present: Amanda Kowalcze & Denise Wargowsky

Citizens Advisory Committee: Mary Lynne Paris

IV. Introduction of Visitors

Margaret Clemons-Adams, on ballot for April; Jeffrey Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the December 12, 2024 Meeting

Motion made by Trustee Stenoish to approve the minutes of the regular board meeting held December 12, 2024. Seconded by Trustee Drisko. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

Trustee Knutson read the treasurer's report for December 2024.

A. Review of Bills for December 2024

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

Drisko AYE

Knutson AYE

Karabis	AYE
Stenoish	AYE
Schneider	—
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—Utilities are up this fiscal year. Supplies are well below last year’s average.
- C. Capital Funds Project Status—First payment to AMSCO for HVAC design brings balance to \$196K.
- D. Profit & Loss V. Last Year—
- E. Balance Sheet as of December 31, 2024—
- F. Q2 Financial Report—

VIII. Committee Reports

- A. Finance Committee—Upcoming meeting in February to draft working budget for FY25–26.
- B. Policy & Personnel Committee—Will meet when necessary, or once another member is added after election.
- C. Building & Grounds Committee—Met Jan. 16. Capital priorities for FY25–26 updated for board approval. President Look seeks a one-pager to appeal to local government about traffic study related to library entrance. Cypress tree possibly needs removal, due to clogging drains and gutters.
- D. Strategic Plan Committee
 - 1. October–December 2024 Quarterly Report—Met. Jan 20 to discuss quarterly assessment. Successful community resources fair and election management.

IX. Correspondence

A. Communication from Village of Tinley Park regarding proposed annexation

1. Jan. 6 letter discussing development of 55.1 acres near Harlem Ave. and 191st St. Director Kowalcze attended a meeting and objected to the annexation, as the notice did not allow the Frankfort Public Library Board adequate time to review the proposal and respond. Village of Tinley Park voted to annex the property at a Jan. 21 meeting.

X. Old Business

A. Required and Recommended Renovation Work Project

1. HVAC Upgrade Project—Future renovation discussion

B. Renovation Committee

1. President Look proposes that this idea be tabled until the new board is established after the April election.

C. Board Continuity/Transition

1. No additional discussion at this meeting.

D. Loan Renewal

1. Consideration of an ordinance providing for the issue and sale of an approximately \$1,345,000 refunding debt certificate of the District.

Motion made by Trustee Knutson to approve the ordinance providing for the issue and sale of an approximately \$1,345,000 refunding debt certificate of the District. Seconded by Trustee Drisko. Trustee Karabis abstained from discussion and vote, due to his employment with the bank. No prepayment penalty, as long as the certificate is not refinanced with a third party. Current loan has a balloon payment due Feb 7, which is same closing date as proposed debt certificate. Roll call vote.

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

Motion carried.

XI. New Business

A. LIMRiCC Intergovernmental Agreement Update

Motion made by Trustee Drisko to approve the signing of the amended intergovernmental agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC). Seconded by Trustee Stenoish. Changes had been proposed in November 2023. The library had accepted one set of proposed changes, while rejecting another set of changes that included provisions for increasing administrative fees. The majority vote of the membership of LIMRiCC accepted all proposed changes, which have now been enacted. Due to lack of alternatives and increased costs for using other vendors, the library is choosing to stay with LIMRiCC. Roll call vote.

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

Motion carried.

B. Administrative Succession Plan Triennial Review

Motion made by Trustee Knutson to approve the Administrative Succession Plan for unplanned short- or long-term leadership absences, as revised. Seconded by Trustee Karabis. Changes made to update contact numbers and streamline the plan down to two levels of backups. All trustees voted “Aye.” Motion carried.

C. FY 2025-2026 Capital Priorities

Trustees discussed priorities and had additional questions for the Building & Grounds committee. Estimate to ventilate the lab is higher than anticipated, as is estimate to address sewer placement in staff parking lot. Some items to be pushed further into the future due to high cost. Items to add include acoustic enhancements to meeting rooms. Further discussion is tabled until another review by the Building & Grounds committee is completed.

D. Review of Closed Session Meeting Minutes

Motion made by Trustee Karabis to keep closed Executive Session Minutes still privileged. Seconded by Trustee Drisko. All trustees voted “Aye.” Motion carried.

E. Executive Session Recordings

Motion made by Trustee Drisko to approve the destruction of certain Executive session meeting recordings older than 18 months. Seconded by Trustee Knutson. Session recording from 6/22/23 to be destroyed. All trustees voted “Aye.” Motion carried.

F. Fundraising Policy

Final vote on Fundraising Policy tabled to next meeting. Recommended changes include stating the law that employee participation in fundraising will be compensated and cannot be volunteer work. Final draft to be presented in February.

G. Citizens Advisory Committee

1. The board will consider any April board election candidates who do not win their seat.

H. Trustee Vacancy

1. Cindy Wagner resigned as Trustee on December 31, 2024. Director Kowalcze checked with Illinois State Library. Since the open position is on the April ballot, there is a possibility to leave the seat vacant until the election results are known and a new trustee is sworn in. As Trustee Wagner had been the Vice President, the spot is now open.

XII. Executive Session

None needed.

XIII. New Business (cont'd)

- A. Any Action Regarding Items Discussed in Closed Session— Not Needed

XIV. Librarian's Report

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

A. Piano

1. Director Kowalcze mentioned an old piano that's stored in the meeting room. Board approved piano being sold or disposed of.

B. Administrative

1. Switched to Quickbooks online.

C. Friends of the Library

1. Winter Art Market Jan 25.

XV. Public Comment

Mary Lynne Paris read strategic plan about memory care kits and mentioned that she'd be happy to distribute a flyer about them at Gateway 55+ subdivision.

XVI. Trustee Comment

President Look thanked everyone for the work they do.

XVII. Adjournment

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

President Look adjourned the meeting at 9:20 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder