

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY

June 27, 2024

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 Knutson called the roll call.

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

Absent: Trustee Karabis

Also Present: Amanda Kowalcze & Melissa Rice

Citizens Advisory Committee: Julie Terlep, Mary Lynne Paris, & Jeff Slovak, Friends of the Library liaison

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the May 23, 2024 Meeting

Motion made by Trustee Drisko to approve the minutes of the regular board meeting held May 23, 2024. Seconded by Trustee Wagner. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

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

A. Review of Bills for May 2024

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

Drisko AYE

Knutson AYE

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

Motion carried.

- B. Maintenance Expense V. Budget—Building maintenance expenses increased due to loading dock safety rail installation. Building supplies expenses increased due to carpet square purchase.
- C. Capital Funds Project Status
- D. Profit & Loss V. Last Year—Revenue \$154K over budget. Higher expenses in May due to three payroll periods falling within the month. Expenses on pace to be \$76K under budget.
- E. Balance Sheet as of May 31, 2024

VIII. Committee Reports

- A. Finance Committee—Did not meet.
- B. Policy & Personnel Committee—Met May 30 to discuss final draft of new employee handbook.
- C. Building & Grounds Committee—Met June 24 to discuss maintenance checklist quarterly review, East End HVAC status with potential replacement, and capital priorities. Parking lot LED light replacement approved, but not scheduled. Trustee Look requested that when committee meets again, safety issues are discussed, such as the lack of barriers between circle drive and library entrance.
 - i. Maintenance checklist quarterly review—carpet cleaning completed, window cleaning scheduled for July 10.
- D. Strategic Plan Committee—Met May 29 to review Q1 quarterly assessment.
 - i. Q1 Report—Completed items include: new survey to evaluate library services, ADA-compliant website launch, circulation rule changes to increase availability, maintenance projects to enhance safety and experience, reducing barriers by allowing patrons to donate food items to pay off fines, developing new programs to align with community interests, and hosting events that promote community togetherness.

- ii. Items in progress include: improved staff training and onboarding, providing new Library of Things resources for patrons, changes to the Adult Services desk, and optimizing library procedures to foster sustainability and stewardship.
- iii. New initiatives to focus on include: new events and programs that promote community togetherness, developing memory care kits, making materials easier to browse, and evaluating database offerings.

IX. Correspondence

- A. 2024 Per Capita Grant Award Letter—Per capita grant increased \$0.01 per resident, allowing an extra \$330.
- B. 2024 Construction Grant Letter—Due to lack of funding and library’s previous grant within past three years, the grant for the reading room project was declined.

X. Old Business

A. Required and Recommended Renovation Work Project

- 1. Pending items include a discovery conversation with the library’s bank on July 2 to discuss alternative investments.

B. Board Committees—Standing Committee Review and Reorganization

- 1. Finance Committee—Trustee Karabis & Trustee Schneider
- 2. Strategic Planning—President Look, Trustee Knutson, & Trustee Wagner
- 3. Building & Grounds—Trustee Schneider & Trustee Drisko
- 4. Policy & Personnel—Trustee Knutson & Trustee Wagner

President Look suggested Citizens Advisory Committee be able to join committee meetings and that meetings for each committee be on a particular day and cadence.

C. Renovation Committee

- 1. Trustees discussed that staff members should be included in the potential renovation committee and that decisions should be made in reference to the strategic plan. Some remaining questions include the composition and size of the committee, along with who will lead the committee. Trustees will continue discussion at a future meeting.

XI. New Business

A. Non-Resident Library Card

Motion made by Trustee Wagner to participate in the State Library’s non-resident card program for FY24-25 using the General Mathematical Formula fee method

and continuing to waive fees for applicants under the age of 18. Seconded by Trustee Schneider. All trustees voted “Aye.” Motion carried.

B. HVAC Replacement Design Proposals

Motion made by Trustee Drisko to accept the proposal from AMSCO Engineering to design a new HVAC system with a design fee not to exceed \$20K. Seconded by Trustee Knutson. Maintenance on units has not been performed by contracted maintenance company, as confirmed by secondary company. Since the library is entitled to two maintenance cleanings per contract year and two visits have already been made in the past contract year, seasonal maintenance work will not be completed until contract renews for its final year in July. Library is selecting an architect to handle the design, bidding process, and construction oversight of a replacement HVAC system for the East End. Board solicited proposals from two architects and one engineering firm. Building and Grounds committee discussed whether the scope of the project was likely to change and require any structural changes in the library. Committee agreed that there are unlikely to be structural needs or changes to the scope of the project. Engineering firm AMSCO offered several options to design and replace unit. Trustees discussed whether other HVAC-related capital projects could be completed along with the replacement to save costs. In consideration of future architectural projects of the building, advice was that rooftop unit could be moved and relocated for building projects, as long as unit is under 8 years of age, at which point it becomes more cost effective to replace the unit rather than moving it. Roll call vote.

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

Motion carried.

C. Employee Handbook Revision

Motion made by Trustee Wagner to approve the Employee Handbook, as revised. Seconded by Trustee Drisko. Revisions made to remove duplication of rules, ensure updates reflect legal changes, and make content more readable. Some changes include Staff Reimbursement policy and elimination of background checks on

prospective employees under age 18. Overhaul was performed on Use of Information System policy. Some procedures were developed to address changes such as voluntary reclassification of work hours and position. Most appendices are removed, as they are located within other documentation. Dress code was rewritten to reflect overall professional appearance rather than specific guidelines. All trustees voted “Aye.” Motion carried.

D. Citizens Advisory Committee

1. Trustees received an application from a community member to join the Citizens Advisory Committee. Board appreciates her application and would like to welcome the applicant to the committee. She will be provided the description of the position to address any questions.

E. Study Room Furniture Quote

Motion made by Trustee Drisko to approve the purchase of new study room furniture, to be funded by the ARPA grant in the amount of \$25,203. Seconded by Trustee Wagner. Roll call vote.

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

Motion carried.

F. Standards for IL Public Libraries Review: Ch. 8–10

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
 - a) *Ch. 8— System Member Responsibilities and Resource Sharing—Staff did not identify any items for improvement.*
 - b) *9—Public Services: Reference and Reader’s Advisory Services—Staff noted room for improvement in retaining copies of at least one local newspaper for a minimum of six months. Library identified that there are no physical copies of current reference sources for each subject area. Staff noted room for improvement in reader’s advisory staff joining community clubs.*

c) *Ch. 10—Programming—Staff identified no items that were not met.*

XII. Librarian’s Report

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

A. Administration

1. Fraudulent check issue being resolved.
2. Insurance company is no longer offering current amount of umbrella service and could raise premiums.

B. IT

1. State of Illinois is now offering some EBSCO databases to all Illinois libraries for free. Potential overlap with the library’s current databases may allow for reduced database expenses in future.

C. Building & Grounds

1. Received insurance payment for accident in parking lot, with repairs pending.

XIII. Change to Agenda

Motion made by Trustee Drisko to change the agenda to move Public Comment item before the Executive Session. Seconded by Trustee Stenoish. All trustees voted “Aye.” Motion carried.

XIV. Public Comment

Mary Lynne Paris contacted the village regarding little libraries needing reinforced bases, which was addressed with new bases.

Jeff Slovak said there will be more garage sales for the Friends of the Library, as well as another biblioburger event and another candle-making event.

XV. Executive Session

Motion made by Trustee Wagner to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body as permitted by the Open Meetings Act, 5 ILCS 120/2(c)(1). Seconded by Trustee Stenoish. All trustees voted “Aye.” Motion carried.

Executive Session began at 9:03 p.m.

Regular Meeting resumed at 9:31 p.m.

XVI. Actions Related to Executive Session Discussion

Motion made by Trustee Drisko to increase the Director’s salary by 3%. Seconded by Trustee Wagner. Roll call vote.

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

Motion carried.

XVII. Trustee Comment

Trustee Wagner wished everyone a happy and safe 4th of July. Trustee Schneider thanked the Director for a great year. Trustee Schneider also stated that the Board would like to move the Director’s Review to April in 2025.

Trustee Drisko wished everyone a happy end of the fiscal year.

Trustee Stenoish and Trustee Knutson will be unable to attend the July meeting. Trustee Drisko’s availability is not yet certain. Trustee Look will monitor the situation to determine if there will be a quorum for the July meeting or if it will need to be canceled.

Trustee Look shared a draft IGA with School District 161 to allow for educator cards for the teachers. Trustees should review the draft to discuss at next meeting.

Trustee Look thanked everyone for their work this fiscal year. It was a long year with a lot to do. Trustee Look stated that she appreciates the supportive board we have and wished everyone a happy 4th of July.

XVIII. Adjournment

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

President Look adjourned the meeting at 9:37 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder