

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

May 23, 2024

7:00 PM

I. Call to Order

President Look called the meeting to order at 7:03 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

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

Absent: Trustee Karabis

Also Present: Melissa Rice & Brooks Stenoish

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

IV. Introduction of Visitors

None.

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the April 25, 2024 Meeting

***Motion made by Trustee Schneider to approve the minutes of the regular board meeting held April 25, 2024. Correction to approval of March meeting minutes to change "Trustee" to "President" to verify for bylaws. Other amendments include changing items III and IV to reflect that Mary Lynne Paris is on the CAC and Jeff Slovak is the Friends liaison. XVI to correct typo to spell "Wager" as "Wagner". Also recommended to change XI.A.1 to remove "local area or," to clarify that the current insurance broker does have experience in local area. Correction to XI.B to reflect that minimum hourly wage is changing to \$15 rather than currently being \$15. Seconded by Trustee Wagner. All trustees voted "Aye." Motion carried.***

VII. Administration of Oath of Office—Brooks Stenoish

VIII. Roll Call with New Board

Trustee Knutson called the roll call.

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

Absent: Trustee Karabis

Also Present: Melissa Rice

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

IX. Treasurer’s Report

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

A. Review of Bills for April 2024

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

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

***Motion carried.***

B. Maintenance Expense V. Budget—Expenses increased due to safety railing installment and light switch installment. Supplies budget was average.

C. Capital Funds Project Status—Still at \$210k

D. Profit & Loss V. Last Year—4% above budgeted revenue, running about 4.5% below budgeted expenses.

E. Balance Sheet as of April 30, 2024

X. Committee Reports

- A. Finance Committee—Met 5/13 to review budget. Discussed meeting with banker to assess plan for when money market account rates fall.
- B. Policy & Personnel Committee—Did not meet, but scheduled to review final employee handbook draft on May 30<sup>th</sup>. Will present at next board meeting
- C. Building & Grounds Committee—Discussed concrete planters along circle drive, repairs to parking lot and tree after accident, and east end HVAC repairs. Will meet again in June to discuss east end HVAC. Planning to move forward with parking lot light replacement. Will replace flashing near garage so that it cannot cause further leaks. Sinkhole in parking lot will be repaired.
- D. Strategic Plan Committee—Did not meet, but scheduled to meet final week of May to discuss quarterly progress.

XI. Correspondence

Christmas without Cancer sent a letter of thank you for community donations to the Got Sneakers campaign.

XII. Old Business

- A. Required and Recommended Renovation Work Project
  - 1. President Look would like to discuss at next meeting the feasibility of a Renovation Committee and what it would look like.

XIII. New Business

- A. Trustee Connection to the Community
  - 1. President Look discussed community events that trustees could attend to connect with the community, such as the community showcase and the Bluegrass Festival.
- B. Board Committees—Standing Committee Review
  - 1. President Look encouraged trustees to consider if they would like to switch to other committees or join a second committee.
- C. Citizens Advisory Committee
  - 1. Looking for two more committee members to fill vacancies.
- D. 2024–2025 Working Budget

***Motion made by Trustee Schneider to approve the FY24–25 working budget. Seconded by Trustee Wagner. Anticipating 10% increase in income, especially from Will County taxes. \$40k ARPA grant budgeted, pending reimbursements.***

***Estimating \$65k in interest gained from financial accounts. Expenses will include category for cost of miscellaneous items in circulation, such as hotspots. Onnyx IT and Paylocity payroll contracts have been moved from Technology Budget to Professional Service Contracts Budget. New Risk Management Program Budget reflects items currently included under Building Maintenance Budget that are paid from liability fund to keep expenses cleaner for auditing. New Special Reserve Fund transfer of \$100k planned to help with upcoming building projects.***

***Roll call vote.***

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

***Motion carried.***

E. HVAC Repair Update

1. F.E. Moran assessed east end air handler and chiller and reported that the cause of failure is a freon leak in the air handler's evaporation coils, rather than the faulty valve that was originally reported by current HVAC maintenance company, Amber Mechanical. Amber Mechanical is being asked for an estimate to clean coils and replace leaking freon, in an effort to support current system through the summer. Director Kowalcze is working with Dan Eallonardo to get estimates to replace east end system for next year. Looking for several proposals to present at June meeting.

Task items:

- Follow up on inquiries regarding grants.
- Find out the maintenance status of other HVAC systems in west end and middle section of library.

F. Check Signers

***Motion made by Trustee Schneider to approve adding Trustee Stenoish as a check signer on the Library's checking account. Seconded by Trustee Knutson. All trustees voted "Aye." Motion carried.***

G. Director’s Review—Set Time and Date

1. Formal plan to be announced. Trustees are currently researching and seeking to incorporate strategic plan into new assessment. Hoping to schedule review for July.

H. Standards for IL Public Libraries Review: Ch. 5–7

1. To apply for annual grant, library and board must review core standards and identify areas for improvement.
  - a) *Ch. 5—Building Infrastructure and Maintenance—No items identified by staff for improvement.*
  - b) *Ch. 6—Safety—Staff noted area of improvement is building safety checklist, which is currently being created.*
  - c) *Ch. 7—Collection Management—Staff noted room for improvement in the proportion of budget that is dedicated to purchasing circulated materials. The standard is a minimum of 8%–12% of the library operating budget, while the library’s is currently 6%.*

XIV. Librarian’s Report

The Board members received the April 2024 monthly librarian’s report from Melissa Rice, Assistant Director and Head of Adult Services, for review by the trustees, including information on the following:

A. Administration

1. “First amendment audit” from person with a GoPro camera
2. Teenage driver hit light pole, tree, and a parked car in parking lot. Driver’s insurance approved claim.
3. Patron had medical emergency

B. Building & Grounds

1. Concrete planters for circle drive have been ordered
2. Leaking eave above loading dock is slated to be repaired
3. Sinkhole in parking lot due to underground pipe shifting

C. Circulation & Technical Services

1. Toni is retiring after 12 years.

XV. Public Comment

Mary Lynne Paris mentioned that she finds the Library of Things very interesting. She mentioned a candle vault candlemaking event, where Friends get one-third of proceeds. Jeff Slovak commented that first Friends book sale is June 8<sup>th</sup>.

XVI. Trustee Comment

Trustees welcomed Trustee Stenoish to the board. President Look thanked Friends of the Library and Citizens Advisory Committee for their input and wished everyone a safe Memorial Day weekend.

XVII. Executive Session

None required.

XVIII. 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 8:43 p.m.***

Respectfully Submitted:

Jennifer Knutson  
*Secretary*

Recorded By:

Jessica Stacy  
*Recorder*