

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
November 21, 2024
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:08 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 Karabis, Trustee Knutson, Trustee Drisko, Trustee Schneider, Trustee Wagner, & Trustee Stenoish

Absent:

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

Citizens Advisory Committee: Mary Lynne Paris & Julie Terlep

IV. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison; Laurie Evenhouse; & Dan Eallonardo, owner's representative

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the October 24, 2024 Meeting

Motion made by Trustee Knutson to approve the minutes of the regular board meeting held October 24, 2024. Seconded by Trustee Drisko. Minutes amended to reflect under item XI., subitem A that bids for HVAC work are due Nov. 13, not Nov. 3. All trustees voted "Aye." Motion carried.

VII. Treasurer's Report

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

A. Review of Bills for October 2024

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

Drisko

AYE

Knutson	AYE
Karabis	AYE
Wagner	AYE
Schneider	AYE
Look	AYE
Stenoish	AYE

Motion carried.

- B. Maintenance Expense V. Budget
- C. Capital Funds Project Status
- D. Profit & Loss V. Last Year—Currently at 95.8% of budgeted revenue for the year, and well on track to exceed expected revenue of \$3.3B. Due to three payroll periods in October, slightly ahead of payroll budget. Expenses only at 30.3% of budget YTD.
- E. Balance Sheet as of October 31, 2024

VIII. Committee Reports

- A. Finance Committee—Met Nov. 6 & Nov. 18 to review recommendations for loan renewal. Decision was to renew loan as municipal bond with Wintrust/Old Plank Trail Bank, with Chapman & Cutler as bond attorneys.
- B. Policy & Personnel Committee—Did not meet.
- C. Building & Grounds Committee—Met Nov. 18 to discuss East End HVAC project. Approved new track lighting in Youth section. Committee discussed the impact of increased traffic on patrons exiting the library parking lot due to the opening of the Pfeiffer Rd. extension. President Look spoke with Senator Hastings’s senior advisor regarding potential renovation plans. His advice was to develop a one-page proposal on whatever item is most crucial to safety. Trustees discussed how the library’s parking lot entrance increased traffic issue would meet this standard. Trustee Drisko proposed approaching the Village to see if a traffic study is viable to determine new needs for library entrance. Appraisal may be necessary for building interior and exterior to ensure insurance coverage is adequate. Considering new exterior signage for library.
- D. Strategic Plan Committee—Several other local libraries asked President Look to share copies of the library’s strategic plan as an example during the recent ILA workshop she attended.

IX. Correspondence

- A. Richton Park Notice of Annexation—small portion of 0.178 acres annexed in Richton Park near Central Ave. and Sauk Trail.

X. Old Business

A. Required and Recommended Renovation Work Project

1. HVAC Upgrade Project—8 bids provided for air chiller and handler in east end. Lowest bidder is C. Acitelli Heating and Piping Contractors, with an estimate of \$219K. AMSCO Engineering vetted the bid and recommends accepting it, as it meets all requirements for the project. Installation likely in March 2025, with the possibility of starting some removal work over the winter, while the air conditioning isn't needed. Payments likely to start in Q1 2025, with final payments in Q2 2025. Total for project, with all fees included, is expected to be \$278,760. Some contingencies on estimate, including budgets for permit cost with Village of Frankfort, will likely change or be eliminated as the project moves forward. President Look asked about a warranty and maintenance costs for the new unit. Once the unit is fully installed, the library's contracted HVAC maintenance company is responsible for maintaining the unit.

2. HVAC Project Bids

Motion made by Trustee Drisko to accept the bid from C. Acitelli in the amount of \$219K for the replacement of the East End air chiller and handler, as recommended by AMSCO Engineering. Seconded by Trustee Karabis. Roll call vote.

Drisko AYE

Knutson AYE

Karabis AYE

Wagner AYE

Schneider AYE

Look AYE

Stenoish AYE

Motion carried.

3. HVAC Funding Options

Motion made by Trustee Drisko to approve the funding of the replacement of the East End air chiller and air handler primarily with the Capital Projects

Fund in the amount of \$210,682.13, followed by the Special Reserve Fund for a total of up to \$68,077.87, not to exceed \$278,760. Seconded by Trustee Schneider. Finance Committee recommended spending from funds that do not accrue interest, such as the Capital Projects Fund, before utilizing other funds. Fund use policy prioritizes using funds that are restricted to the applicable work, then committed, then assigned, and lastly unassigned. Roll call vote.

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

Motion carried.

B. Renovation Committee

1. Will discuss feasibility of committee by January 2025 meeting.

C. Proposed Board Bylaws Revisions

Motion made by Trustee Knutson to approve the Board of Trustees Bylaws Revisions. Seconded by Trustee Stenoish. Roll call vote.

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

Motion carried.

XI. New Business

A. Potential Donation Discussion

1. Local couple approached library regarding a potential donation of up to \$20K. Director Kowalcze contacted the Village, which stated that the proposed digital sign would not meet approval standards. Director Kowalcze spoke with the potential donors, who were interested in donating toward an outreach vehicle, if a matching fundraiser campaign were initiated, with the understanding that the donation would be made prior to December 31, 2024, while the fundraiser would take place at a later date, not to extend beyond June 30, 2026. If the library were unable to purchase an outreach vehicle by December 31, 2026, there would be a discussion with the donor to discuss alternative options for the donation, up to and including the refunding of the donation. Based on the purchase price of a 2024 Ford Transit, including title, registration, and library-branded wrap for the vehicle, the total of the purchase would be around \$60K. Director Kowalcze reached out to other libraries with outreach vehicles for estimates of annual insurance, fuel, and maintenance costs. This would bring the total for the first year of the vehicle's usage up to \$70K. Potential usage of the vehicle would include deliveries to senior living facilities, visits to local schools, and hauling equipment to activities and events throughout the community. This additional visibility of the library and its services connects to the strategic plan's priorities of communication, experiences, and access. Trustees discussed potential changes to the library's donation policy, including the opportunity for the donor to be acknowledged by the library, should they choose to be named. Trustees discussed the possibility of the donor returning with further funds for 2025 as well as the potential roadblocks of fundraising, based on the high cost of the vehicle, compared to the donation amount. Trustee Drisko recommended that the library assemble a wish list of items that donors may be interested in contributing towards, at different price points, to accommodate potential donors with a range of budgets. Plan is to discuss with potential donors what the monetary needs are for the outreach vehicle and amend potential agreement to include that alternative options may be explored. Director Kowalcze meets with donor again on Nov. 26. She will present updates at the December meeting.

B. Board Continuity/Transition

1. Amendments have been made to ensure business of the current board will be completed before a transition to a new board after the April 2025 election. Further discussion scheduled for January 2025.

- C. Approval of the Library Calendar and Holidays for 2025
Motion made by Trustee Wagner to approve the Library calendar and holidays for 2025. Seconded by Trustee Karabis. All trustees voted “Aye.” Motion carried.
- D. Approval of the Board of Trustees Meeting Calendar for 2025
Motion made by Trustee Drisko to approve the Board of Trustees meeting calendar for 2025. Seconded by Trustee Stenoish. All trustees voted “Aye.” Motion carried.
- E. Brick Repair/Tuckpointing Proposal
Motion made by Trustee Drisko to approve work on Area C from Bruno’s Tuckpointing brick/tuckpointing repair proposal. Seconded by Trustee Wagner. Bruno’s Tuckpointing offered to discount work by 10%, if contracted within 2024. Building and Grounds Committee recommended starting with work on north side of building, east of the reading room, which Bruno’s Tuckpointing designated as Area C. Roll call vote.
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| Drisko | AYE |
| Knutson | AYE |
| Karabis | AYE |
| Wagner | AYE |
| Schneider | AYE |
| Look | AYE |
| Stenoish | AYE |
- Motion carried.**
- F. Employee Handbook Revision: Life Insurance
Motion made by Trustee Wagner to approve the revision of the Employee Handbook section on life insurance. Seconded by Trustee Knutson. As covered amount varies based on age of employee, the estimated amount was removed. All trustees voted “Aye.” Motion carried.
- G. Resolution in recognition of Cindy Wagner
Motion made by Trustee Knutson to accept the resolution in recognition of Cindy Wagner. Seconded by Trustee Stenoish. All trustees voted “Aye.” Motion carried.

XII. Librarian’s Report

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

A. Administration

1. Early voting at the library resulted in 138 new library cards—up 93% YoY
2. Candidate filing for 2025 board elections includes 6 candidates for the 4-year term, 1 candidate for the 2-year term.

XIII. Public Comment

Julie Terlep thanked Trustee Wagner for her dedication to the library.

XIV. Trustee Comment

Trustees wished Trustee Wagner well and thanked her for her hard work. Trustee Stenoish thanked Trustee Wagner for her help during her recent orientation as a board member. President Look discussed ILA workshop she attended. She thanked Trustee Wagner for her help over the years and the difference she made on the board. She also wished everyone a Happy Thanksgiving.

XV. Executive Session

None required.

XVI. 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 9:02 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder