

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
September 26, 2024
7:00 PM

Truth in Taxation Public Hearing

I. Call to Order

President Look called the meeting to order at 7:01 p.m.

II. Roll Call

Trustee Knutson called the roll call.

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

Absent: Trustee Karabis & Trustee Drisko

Also Present: Amanda Kowalcze and Denise Wargowsky

Citizens Advisory Committee: Julie Terlep & Mary Lynne Paris

III. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison

IV. Public Comment on the Proposed Tax Levy for FY24–25

None.

V. Adjournment

Motion made by Trustee Schneider and seconded by Trustee Wagner to adjourn the meeting. Due to Will County being a tax-cap county, there is a maximum amount that will be received, but the levy must be above that amount to ensure the library receives all eligible tax revenue. All trustees voted "Aye." Motion carried.

President Look adjourned the meeting at 7:03 p.m.

Regular Agenda

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 Look, Trustee Stenoish, Trustee Wagner, Trustee Knutson, & Trustee Schneider

Absent: Trustee Karabis & Trustee Drisko

Also Present: Amanda Kowalcze and Denise Wargowsky

Citizens Advisory Committee: Julie Terlep & Mary Lynne Paris

IV. Introduction of Visitors

Jeff Slovak, Friends of the Library liaison

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the August 22, 2024 Meeting

Motion made by Trustee Wagner to approve the minutes of the regular board meeting held August 22, 2024. Seconded by Trustee Knutson. All trustees voted “Aye.” Motion carried.

VII. Treasurer’s Report

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

A. Review of Bills for August 2024

Motion made by Trustee Schneider to approve the bills for August 2024 as presented. Friends of the Library donated funds used for summer reading program and fall newsletter. Seconded by Trustee Stenoish. Roll call vote.

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

Motion carried.

- B. Maintenance Expense V. Budget
- C. Capital Funds Project Status
- D. Profit & Loss V. Last Year—\$46K below expense budget. Adult materials running above budget due to database costs. Professional services at 42% of budget, due to annual costs already being expensed.
- E. Balance Sheet as of August 30, 2024
- F. 4th Quarter/End of Fiscal Year Report—\$200K added to special reserve, \$93K more revenue in Q4. Income totaled \$185K over budget. Discussed payroll contingency for vacation cashout.

VIII. Committee Reports

- A. Finance Committee—Met with Old Plank Trail Bank in July to discuss investment opportunities. Due to current interest rate projections on bonds, MaxSafe account is currently offering higher rate than bonds, making it a better opportunity to keep funds where they are.
- B. Policy & Personnel Committee—Discussed having both digital and print version of Trustee binder. Began reviewing policies and making recommendations. Next meeting is Oct. 9.
- C. Building & Grounds Committee—Met Sept. 23, discussed youth lighting and garage door replacement quotes. Discussed EV charger with Verde Energy—total expenses estimated at \$42k, minus incentives. Discussed how to discourage patrons from parking in the circle drive. Election traffic safety involves possible line management. Cannot ask police to be present to avoid voter intimidation, but will consider more security cameras and additional election staff on days expected to be busier. Trustees discussed parameters for campaigning outside library. New furniture was delivered to study rooms.
 - 1. Quarterly Maintenance Review Checklist—Semiannual HVAC inspection. Snow removal company rates are locked in. Purchased spin trimmer to trim growth around sewer covers between landscaping services. It has been three years since lawn company was contracted, due for proposals from other companies. President Look asked if drafted minutes from committee meetings could be made available to the board prior to being posted publicly.
- D. Strategic Plan Committee—Met Sept. 6 to assess strategic plan progress; next meeting Oct. 7.

1. April–June 2024 Quarterly Update—Significant progress in programming that promotes community togetherness, such as Road scholars and summer reading. Discussed selected in-progress items and items up next. Staff training and onboarding completed. Accessibility and underserved and unserved populations are upcoming initiatives.

IX. Correspondence
None.

X. Old Business

- A. Required and Recommended Renovation Work Project
 1. No updates
- B. Renovation Committee
 1. No updates

XI. New Business

- A. Tax Levy Ordinance for FY24–25
Motion made by Trustee Schneider to approve the tax levy ordinance for FY24–25. Seconded by Trustee Knutson. 6% increase over FY23–24, based on 3.4% consumer price index increase, plus growth. This should allow the library to collect any growth-generated taxes. Roll call vote.

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

Motion carried.

B. HVAC Replacement Project Funding—Trustee Schneider explained the estimated cost of a new HVAC unit, breaking down the potential fees based on engineering company hired and a contingency fee. Potential budget available for project totals \$1.3M. Four different scenarios are explained for funding, including the option to use remaining Capital Projects Fund Balance of \$210K, with remaining funds coming from the Special Reserve Fund. The second scenario would involve spending only from the Special Reserve Fund. The third scenario would involve taking the working cash fund, which would require the account to be closed and transferred to another account to spend. The fourth scenario would be to use unassigned funds from the General Fund. President Look discussed prioritizing transparency and access to enough funding when choosing how to pay for the HVAC unit. Further discussion and voting tabled until bids are available in November.

C. Investment Opportunity—Board decided to wait to see if rates drop further and yield curve normalizes to provide better rates for long-term investments.

D. Check Payments Proposed Changes

Motion made by Trustee Wagner to approve adding ACH services to bank accounts. Seconded by Trustee Schneider. Three checks stolen in past month, plus checks going missing and being undelivered. No longer using window envelopes for checks and bringing checks directly to USPS mailbox or facility, but talked to Old Plank Trail Bank about further steps. Recommended next steps include moving current check payments to online payments, costing \$30 monthly for ACH access, which is equivalent to current check payment costs. New payment process involves trustees signing bills and invoices rather than checks. The payments will then be processed electronically. Roll call vote.

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

Motion carried.

E. Trustee Election Term Resolution

Motion made by Trustee Knutson to approve the trustee election term resolution. Seconded by Trustee Look. Will County Clerk Charles Pelkie Jr. recommended

resolution passed by board to realign the election cycle so that only three or four trustee seats will be open at each election. Terms for library board will be staggered so that six trustees will be elected in April 2025, including one unexpired two-year term, one expired two-year term, and four four-year terms. Roll call vote.

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

Motion carried.

F. Garage Door Replacement

Motion made by Trustee Schneider to approve the garage door replacement by Overdoors of Illinois Inc. for a total cost of \$9,196. Seconded by Trustee Wagner. Garage door is original, has been damaged, cannot be repaired due to age of door, and does not have safety features. Roll call vote.

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

Motion carried.

G. New Server Purchase

Motion made by Trustee Stenoish to approve the purchase of a new server in the amount of \$5,191.63. Seconded by Trustee Wagner. Recommended by IT consultant and head of IT. Roll call vote.

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

Motion carried.

H. Policy Review: Identity Protection Policy, Public Comment in Meetings Policy, Gift Ban Policy, & Reconsideration of Library Material Form

1. No changes made.

I. Concealed Carry Weapons Policy

Motion made by Trustee Schneider to approve the Concealed Carry Weapons Policy as revised. Seconded by Trustee Wagner. Language updated to mention that law enforcement officers are exempted from the policy. All trustees voted “Aye.” Motion carried.

J. Community Information and Solicitation Policy

Motion made by Trustee Knutson to approve the Community Information and Solicitation Policy as revised. Seconded by Trustee Stenoish. Language added to specify that policy applies to free services. All trustees voted “Aye.” Motion carried.

K. Patron Behavior Policy

Tabled for October meeting.

XII. Librarian’s Report

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

A. Community

1. Fall Fest parade went well
2. \$5k donation from patron

B. Adult Services

1. Diana and Rachel's ILA conference session application was accepted

C. Administrative

1. Received save the date for Dec. 3 ILA legislators’ breakfast, where legislators are invited to mix with library trustees and directors.

XIII. Public Comment

Julie Terlep asked if there's a policy and procedures for staff to address patron issues. Director Kowalcze explained which types of behaviors merit warnings and which should result in removal from the library. She also specified what staff protocol is for different scenarios. Jeff Slovak mentioned upcoming Friends of the Library events, including the October garage sale and November and January art markets. A candle-making event will take place in December.

XIV. Trustee Comment

Trustee Knutson thanked the different committees for their work to prepare materials for the meeting. President Look thanked everyone for their work on the committees.

XV. Executive Session

None required.

XVI. 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 9:11 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder