FRANKFORT COMMUNITY PUBLIC LIBRARY
Regular Meeting of the Board of Trustees
October 10, 2022

The Frankfort Community Public Library Board of Trustees met at 7:06 p.m. The meeting was held at the Frankfort Community Public Library. President, Pam Nichols presided. Present were Mike Brackett, Pam Powers, Esmeralda Cruz, Wayne Williams, and Chad Kozuch. Also present were Gregg Williamson, Director, Jen Casey, Assistant Director, and Kathy Johnson, Business Manager. Peggy Kloenne was not present.

MINUTES: Wayne Williams made a motion, seconded by Esmeralda Cruz to accept September 12, 2022 Board Minutes. The motion carried.

TREASURER’S REPORT:

DIRECTOR’S REPORT: See the Director’s report as it relates to the Frankfort Library. The Director’s report is attached.

PATRON COMMUNICATIONS: Sheridan Public Library sent a Thank You note for the tour that they took on 9/17/2022.

APPROVAL OF BILLS: Pam Powers made a motion, seconded by Mike Brackett to approve the bills for payment. The motion carried.

OLD BUSINESS:


Legislative Update:

Food in the Library: Mike Brackett made a motion, seconded by Pam Powers to change Rule 15 in Library Rules Policy to:
Covered beverages are permitted in the library facilities except in the genealogy area and within the book stacks. Food is only permitted in Harry’s Coffee Bar unless the food is part of an approved library program. Food and Drink in the theatre is only permitted under specific conditions.

The motion carried.

NEW BUSINESS:

Library Policies:

Endowment Policy: Chad Kozuch made a motion, seconded by Esmeralda Cruz to accept the Endowment Policy with no changes. The motion carried.

Disaster Management Plan was tabled until the November meeting.

Art Collection Policy: Mike Brackett made a motion, seconded by Esmeralda Cruz to accept the Art Collection Policy with no changes. The motion carried.

Personnel:

Pam Nichols read a motion given to her by Gregg Williamson. “It is proposed that we adopt the library organization has presented this evening to include the approval for four new positions in that organization.

Library Services Manager which is a combination of the previous Adult Services Manager and Circulation Manager positions.

Genealogy Manager with a new department created from separating this function from the old Adult Services Department.

Public Services Assistant this is a new position in the Library Services Department to help with administrative functions of the department as well serve at the public services desk.

Genealogy Assistant this is a new position in the new department and will provide a level of help beyond that of a clerk position.”

Mike Brackett made a motion, seconded by Esmeralda Cruz to accept the motion Pam Nichols read. The motion carried.

TRANSFERS: None
ADJOURNED

Pam Nichols, President

Wayne Williams, Vice President

Pam Powers, Secretary

Board Members

Pam Powers
Library Director’s Report

September 2022

We will be adopted both the FCPL and CCCPL budgets this coming Monday so your attendance is very important. Thank you for Mike Brackett for coming to the public hearing for the budgets. As has been the case for the past 7 years no members of the public came for the opportunity to ask questions or comment on the budgets.

The library will be completing our first fully in-person in-service day this Friday. We will be awarding a number of LEUs for staff members that need that for their certification. Kudos to Jen Casey and her staff day team for putting this together for us.

Our 41st Annual Fine Art Exhibition and Sale “Eye of the Beholder is coming soon. We actually have another meeting before the show, which is November 11-13th but we are looking for sponsors for the show. If you haven’t already made a commitment for $60 pledge and would like to please contact Mindy in our admin office.

I will have some possible revisions to our food at the library language for the rules for you to consider on Monday.

We had a significant problem with one of our unhoused patrons a few Saturdays ago. This young man came into the library agitated and was asked to leave. He became loud and unruly. The police were called. At one point he lunged at our Manager in Charge at the time, Rachel Milburn. The young man, Robert Winkle, is known by the police and the trustee’s office. The general consensus was that he was off his meds. Regardless, that behavior is unsafe and we banned him for one year.

We have a number of staff vacancies and we will be discussing some recruiting ideas with you at the meeting.

I hope all the members of the Frankfort board have had time to consider my request regarding organizational changes brought up last month. I will be sending you a separate email with a reminder of some of those specifics.
Maintenance Board Report

October 2022

- Frankfort police Dept. let us have a John Deere snow blower that they had been storing in the annex. The snow blower had been sitting for nearly 8 years. After a little cleaning up and a 15 dollar carburetor its running like a top and ready for snow.
- Replaced bulbs in exterior lighting Rossville and Mulberry.
- Acculevel submitted their proposal for foundation work at Mulberry.
- An appointment has been made with K&G engineering to do a structural evaluation of the overall building. Hopefully that report will be done by next meeting after they have made there evaluation.
- The magazines and Oriental collection have been relocated in circulation. Turned out looking real good.
- I had Mulhulps out of Lafayette come work on the loading dock doors. The doors at times were not staying dogged. in his opinion he didn't think the panic bar would last much longer. The technician also adjusted the doors going into the gallery. I have asked Mulhulps and Central Indiana Hardware to give us estimates for replacement of doors and/or panic bars if parts are available.
- We moved a desk from circulation office once used by Chelsea into teens to help organize their area. We then moved a desk from administration to circulation for Daniels new office.
- Ordered more LED lights to replace burnt out lights in the library.