FRANKFORT COMMUNITY PUBLIC LIBRARY
Regular Meeting of the Board of Trustees
August 14, 2023

The Frankfort Community Public Library Board of Trustees met at 6:44 p.m. The meeting was held at the Michigan Road Community Library. President, Pam Nichols presided. Present were Tim Anno, Mike Brackett, Peggy Kloenne, and Chad Kozuch. Also present were Morgan Maldonado, Director, and Kathy Johnson, Business Manager. Esmeralda Cruz and Wayne Williams were not present. Also in attendance were Diane Bever and Jill Garrison.

MINUTES:

Mike Brackett made a motion seconded by Chad Kozuch to accept the July 10, 2023 Board Minutes with the change that Beth Carter was present and Jennifer Prosser was not present. The motion carried.

TREASURER’S REPORT:

DIRECTOR’S REPORT:

Personnel Updates and Job Openings:
Children’s Librarian
Arts and Education Coordinator
Youth Theatre Director
Genealogy Clerk
Adult Services Clerk
2 Circulation Clerks

Morgan attended the New Director workshop at the Indiana State Library on Aug. 10 and will attend another meeting Aug. 15.

Three Youth Services staff members will attend the Indiana Library Federation Youth Services Conference on Aug. 14.

At least 3 staff members will attend The Difference is You Conference on Sept. 15 at the state library.
2024 Budget
Received budget requests from staff
Working on 2024 Budget
September 11, 2023: Public Hearing
October 9: Adopt the Budget

Morgan informed the Board that there had been an EEOC complaint filed against the Library

Incident Reports: About 13 reports this past month

Two arrests for drug-related incidents

Five patrons have been banned because of behavior problems

Security Securitas requires a three year contract, but we could stop the contract at any time with a letter.

PATRON COMMUNICATION: Harriett Eiche's family requested permission to sprinkle a tablespoon of her ashes in the flower garden. No one objected, but Morgan was going to make sure that it would be legal to let them do this. The Latin Boot Camp met at the library in July and sent us a note thanking us for the use of the space and the hospitality that the library extended.
The Children's Department received a thank you note from the Core. The Genealogy Department received praise for their department and good service.

APPROVAL OF BILLS:

Chad Kozuch made a motion, seconded by Peggy Kloenne to approve the bills for payment. The motion carried.

OLD BUSINESS:

Facilities: Staff door replaced, but they put in the wrong core, so the key does not work. The Library's entertainment permit was approved.

Security Update: Off Duty Officers are scheduled through September

NEW BUSINESS:

2024 Operating Budget

Chad Kozuch made a motion, seconded by Mike Brackett to publish the 2024 Budget on Gateway. The motion carried.
**Library Policies:**

Circulation Policy: Tim Anno made a motion, seconded by Mike Brackett to accept the Circulation Policy with the changes discussed. The motion carried. A copy is attached.

Study Room Policy: Mike Brackett made a motion, seconded by Peggy Kloepple to accept the Study Room Policy as presented. The motion carried.

Capital Assets Policy: Chad Kozuch made a motion, seconded by Mike Brackett to accept the Capital Assets Policy as presented. The motion carried.

Collection Development Policy: Mike Brackett made a motion, seconded by Tim Anno to accept the Collection Development Policy as presented. The motion carried.

Naming & Donor Recognition Policy: Peggy Kloepple made a motion, seconded by Chad Kozuch to accept the Naming & Donor Recognition Policy with no changes. The motion carried.

Confidentiality of Library Records Policy and the Video Surveillance Policy were tabled.

Education Reimbursement Application was received. A staff member working toward her Library degree has requested a $500.00 reimbursement on the completion of her classes this fall.

Mike Brackett made a motion, seconded by Peggy Kloepple to grant this request. The motion carried.

**TRANSFERS:** None
Peggy Kloenne made a motion to accept and sign the State Library Consortium resolution, seconded by Mike Brackett. The motion carried and the resolution was signed.

Staff Bathrooms: Morgan explained to the Board AAA's proposal to tear up the flooring in the old entryway to install new sewer lines to the staff bathrooms. This project would destroy the original tile in the area. Two other solutions were proposed. One was to fix just the one bathroom and have an all staff bathroom. Number two was to find a new place to build one or two new bathrooms. It was decided that the project needs more information before a decision could be made.

**ADJOURNMENT:**

Mike Brackett made a motion, seconded by Peggy Kloenne to adjourn the meeting. The motion carried.
Pam Nichols, President

Wayne Williams, Vice President

Peggy Kloenne, Secretary

Board Members

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