

**PLANO COMMUNITY LIBRARY DISTRICT
MAY 21, 2020 REGULAR BOARD MEETING**

NOTICE: This meeting of the Library Board was held without the physical presence of a quorum of Library Trustees and was specifically authorized by the Governor pursuant to Covid-19 Executive Order No. 5, March 16, 2020. The meeting was conducted live remotely via Zoom.

President Jane Voss called the meeting to order at 7:01 p.m. Present were Trustees Christine Backus, Ceil Carey, Tom Karpus, Natalie Kollmann, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Adrian Frost was absent.

APPOINT SECRETARY PRO TEMPORE

President Voss appointed Trustee Carey to serve as the Secretary Pro Tempore. Director Howard took the minutes.

ZOOM PROCEDURES

Director Howard explained the Zoom procedures for public comment during the meeting.

MINUTES

Approve February 20, 2020 Finance Committee Meeting Minutes: Trustee Karpus moved that the minutes of the February 20, 2020 Finance Committee Meeting be approved as corrected. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve February 20, 2020 Regular Board Meeting Minutes: Trustee Carey moved that the minutes of the February 20, 2020 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve February 20, 2020 Fundraising Committee Meeting Minutes: Trustee Kollmann moved that the minutes of the February 20, 2020 Fundraising Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

Deanna highlighted a letter received by library patron Jessica Maloney. We also received a painting and note from patron Julia Salinas.

FINANCIAL REPORT

Approve February 2020 Financial Statements: Treasurer Karpus reported that receipts for February totaled \$2,543. Of that amount, \$1,050 was from transition fees and \$861 from fines. Total expenses for February were \$44,371. Trustee Severson moved that the February 2020 financial statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve March 2020 Financial Statements: Treasurer Karpus reported that receipts for March totaled \$4,626. Of that amount \$2,450 was from transition fees and \$1,155 was from

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replacement taxes. Total expenses for March were \$48,464. Trustee Backus moved that the March 2020 financial statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve April 2020 Financial Statements: Treasurer Karpus reported that receipts for April totaled \$8,069. Of that amount \$7,976 was from replacement taxes. Total expenses for April were \$47,617. Trustee Kollmann moved that the April 2020 financial statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve March 19, 2020 Bills: Treasurer Karpus reported that bills for March 19 totaled \$39,487. Of that amount, \$23,051 was paid from the Operating Fund, \$2,519 from the Building & Maintenance Fund, \$11,688 from the Liability Insurance Fund, and \$2,178 from the Per Capita Grant Fund. We paid the bills for the mold remediation this month--\$5,400 to Cover Remediation and \$3,003 to Midwest Environmental. Both contractors agreed to cover the cost of the window repair, which turned out to be about \$1,000 total. These bills were paid from the liability insurance fund. Other major expenses for the month were \$7,976 to KKC Imaging for 3 new copy machines, \$4,055 to Constellation for electric, and \$2,497 to NICOR for heating. Trustee Severson moved the March 19, 2020 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve April 16, 2020 Bills: Treasurer Karpus reported that bills for April 16 totaled \$18,465. \$12,392 was paid from the Operating Fund, \$2,755 from the Building & Maintenance Fund, and \$3,236 from the Per Capita Grant Fund. Major expenses for the month were \$2,877 to Constellation for electric and \$2,575 to ProQuest for genealogy databases. Trustee Carey moved the April 16, 2020 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve May 21, 2020 Bills: Treasurer Karpus reported that bills for May 21 totaled \$27,049. \$20,012 was paid from the Operating Fund, \$4,876 from the Building & Maintenance Fund, and \$1,337 from the Liability Insurance Fund. Major expenses for the month were \$11,473 to Cincinnati Insurance for the annual Building & Contents insurance and \$2,632 to Constellation for electric. Trustee Karpus moved the May 21, 2020 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

Deanna reported on program attendance in February and early March. The library shut down to help prevent the spread of COVID-19 on March 14. Between March and April 52 Kids' programs and 25 adult programs were cancelled. Deanna, Jeanne, the bookkeeper, and janitor were the only staff in the building during the closure.

Deanna has been attending webinars related to COVID-19 and library operations. A book buyer purchased all the items that would have been at the April book sale for \$1,000. Two Kids' Library staff members, Al Dennis and Christine Savage, celebrated their 9th anniversaries in March. Al Dennis' last day was April 30. He will be missed deeply by patrons and staff.

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Deanna noted that the library's liability insurance fund can be used to pay for the COVID-19 related supplies and equipment needed. The library's phone system went down last week during power surges. The system was installed in 2014, and was a used system at that time. Deanna is working with a company to replace the system. Cost will be about \$4,000. They are working hard to get it installed by June 1.

COMMITTEE REPORTS

Building and Grounds: Deanna reviewed the work completed to date during the building closure. This includes: installation of the art bench outside the library, professional cleaning of the slate and ceramic tile floors, vinyl floors cleaned and waxed, new shelving in the maintenance area installed, windows washed inside and out, soffit on the upper level repaired and painted, exterior lights cleaned, security gates at the front door removed, minor painting project completed, and deep cleaning.

Finance: Will set a meeting date to prepare the FY 2020-2021 budget.

Personnel and Policy: Committee will postpone the Director's evaluation until they are able to meet in person.

Fundraising: Bingo in the Books was canceled due to the closure.

UNFINISHED BUSINESS

None.

NEW BUSINESS

COVID-19 and Plans for Service: Curbside service will start on June 1 and all library staff will resume their regular hours at that time. The board discussed the library's safety protocols.

Remove requirement for two signatures on checks throughout Coronavirus Pandemic: Trustee Carey made the motion to remove the requirement for two signatures on checks throughout Coronavirus Pandemic. Motion carried, 5-1. Ayes-5, Nays-1, Absent-1.

Approve payment of all future bills in the event a board meeting cannot be held and have the bills reviewed at the following board meeting: Trustee Severson made the motion to approve payment of all future bills in the event a board meeting cannot be held and have the bills reviewed at the following board meeting: Motion carried, 5-1. Ayes-5, Nays-1, Absent-1.

Approve Policy for Employee Compensation during Coronavirus Pandemic: Trustee Kollmann moved the board approve the policy for Employee Compensation during Coronavirus Pandemic. Motion carried, 5-1. Ayes-5, Nays-1, Absent-1.

Overview of Library's Financial Condition: Deanna presented an overview and addressed concerns about the economic impact of the Coronavirus pandemic on the library's revenues.

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Approve Resolution 2020-01: Resolution to Adopt a Non-Resident Library Card Fee: Trustee Backus move the board approve Resolution 2020-01. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Review Board Contact List for Changes: Trustees were asked to report any changes to Deanna.

ADJOURNMENT

Being no further business, the meeting was adjourned at 8:11 p.m.

Notes submitted by Deanna Howard

APPROVED AS SUBMITTED, 6/18/2020