

**PLANO COMMUNITY LIBRARY DISTRICT
JUNE 18, 2020 REGULAR BOARD MEETING
MEETING HELD ONLINE VIA ZOOM**

President Jane Voss called the meeting to order at 7:02 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.

President Voss read the following 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.

APPOINT SECRETARY PRO TEMPORE

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

MINUTES

Approve May 21, 2020 Regular Board Meeting Minutes: Trustee Carey moved that the minutes of the May 21, 2020 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

The library was awarded a FY 2020 Illinois Public Library Per Capita Grant Award in the amount of \$16,383.75. The award letter noted that funds may be delayed due to COVID-19.

FINANCIAL REPORT

Approve May 2020 Financial Statements: Treasurer Karpus reported that receipts for May totaled \$8,664. Of that amount, \$5,099 was from replacement taxes and \$3,500 from transition fees. Total expenses for May were \$47,352. Trustee Severson moved that the May 2020 financial statements be approved. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost.

Approve June 18, 2020 Bills: Treasurer Karpus reported that bills for June 18 totaled \$31,619. \$17,484 was paid from the Operating Fund and \$3,612 from the Building & Maintenance Fund. Major expenses for the month were \$9,000 to LeCuyer Painting for repairs to the ceiling in the maintenance area and \$7,030 to Heitkotter for the soffit repair. Trustee Karpus moved the June 18, 2020 bills be approved. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost.

DIRECTOR'S REPORT

Staff came back to work on June 1 and we started curbside service at that time. There have been 156 curbside pickups so far. We are also providing faxing, copying, and mobile printing

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services by curbside. The building opened to the public on June 17. Deanna reviewed the safety protocols in place for the reopening. Summer Reading started on June 15. This year paper logs as well as web-based and mobile options are available. Last month Deanna celebrated her 20th year at the Library. She thanked the board for their support over these 20 years.

COMMITTEE REPORTS

Building and Grounds: Additional work completed during the closure includes: concrete repairs at the front and back entrance and curbs, repair to the ceiling in the maintenance area (which was flaking and peeling off), pressure washing of the east entrance façade steps, minor painting projects, and deep cleaning by all staff.

Finance: Trustee Karpus reported that the committee met June 17 to prepare the budget. The bottom line is that we are unsure how the Coronavirus pandemic will affect our property tax receipts. The committee recommends a 1% raise increase for staff effective July 1. The committee will meet again in November to review the budget and hopes to be able to give another 1% increase on January 1. The committee recommends the board approve the proposed budget and tentative Budget & Appropriations Ordinance.

Personnel and Policy: None

Fundraising: Businesses who donated prizes for the Bingo in the Books Fundraiser have indicated the prizes can be used for the summer reading program.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Adopt Ordinance 2020-02, Meeting Schedule for FY 2020-2021: Meetings will be held at 7:00 p.m. on the 3rd Thursday of each month (except December). Trustee Karpus moved the Board adopt Ordinance 2020-02. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost.

Appoint Secretary's Audit Committee for Annual Report: Trustees Voss and Kollmann will serve on the audit committee.

Appoint Committee Members: No changes were made to the committee assignments.

Authorize Transfer from Corporate Fund to the IMRF Fund: Trustee Kollmann moved \$5,000 be transferred from the Corporate Fund to the IMRF Fund. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost.

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Approve FY 2020-2021 Operating Budget: Trustee Karpus reviewed the budget. The increased budget for the Professional Services line is for hiring a mechanical engineer to design a new HVAC system (rooftop units and building automation system). Trustee Backus moved the FY 2020-2021 Operating Budget be approved. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost.

Approve Director's Compensation/Benefits for FY 2020-2021: Trustee Severson moved the board approve a 1% salary increase for the Director. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost.

Approve Raises for Library Staff for FY 2020-2021: Trustee Carey moved the Board approve a 1% increase for library staff. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost. Trustee Karpus noted that he would like to see raises given in a different manner in the future. He prefers that the board approve a salary budget increase and then the Director determines how raises are distributed among the staff.

Adopt Ordinance 2020-03: Tentative 2020-2021 Budget & Appropriations Ordinance: Trustee Karpus moved the board adopt Ordinance 2020-03. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost.

Authorize professional services need to move forward with replacement of the HVAC system: Trustee Karpus explained the process for hiring a company to provide professional services. If you don't have a preexisting relationship with a company and the anticipated cost is greater than \$25,000 then a qualification based selection (QBS) process is used. The QBS identifies the credentials of the company, their experience, personnel, etc. Once a company is selected a fee is negotiated, generally 10-11% of the total project cost. Trustee Kollmann moved the board authorize professional services needed to move forward with the replacement of the HVAC system. After some discussion Trustee Kollmann rescinded her motion. Trustee Karpus moved that the board move forward with a qualification based selection process for seeking professional services to replace the HVAC system. Motion carried, 6-0. Ayes-Backus, Carey, Karpus, Kollmann, Severson, Voss; Nays-0; Absent-Frost. Trustee Karpus will put the QBS together and reach out to firms.

OTHER

Deanna pointed out that we need to be considering how the increase in the minimum wage will affect the salary scale. If we do not increase the salary scale and adjust wages for all staff as the minimum wage goes up then a new employee's hourly rate will be close to an employee with many years of experience.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:46 p.m.

Notes submitted by Deanna Howard

Approved as submitted, 7/16/20 Page 3 of 3

Cecilia Carey