

**PLANO COMMUNITY LIBRARY DISTRICT
JULY 16, 2020 REGULAR BOARD MEETING
HELD IN THE LOWER LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:00 p.m. Present were Trustees Ceil Carey, Tom Karpus, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Christine Backus arrived at 7:01 p.m. Trustees Adrian Frost and Natalie Kollmann were absent.

APPOINT SECRETARY PRO TEMPORE

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

MINUTES

Approve June 17, 2020 Finance Committee Meeting Minutes: Trustee Karpus moved that the minutes of the June 17, 2020 Finance Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve June 18, 2020 Regular Board Meeting Minutes: Trustee Carey moved that the minutes of the June 18, 2020 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Trustee Christine Backus arrived.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve June 2020 Financial Statements: Treasurer Karpus reported that receipts for June totaled \$3,854. Of that amount \$3,500 was from transition fees. Total expenses for June were \$68,569. June 30th is the end of the fiscal year. We received 101.3% of our revenue, about \$9,000 more than our budgeted amount. Because we received more in transition fees and replacement taxes than we budgeted for that covered for the loss of revenue from fines and fees while we were closed. Total expenses were 87% of our budgeted amount. Trustee Karpus reviewed the main line items that were underspent. We ended the fiscal year with a surplus of \$62,759. This brings our overall Corporate Fund balance to \$360,248. Trustee Severson moved that the June 2020 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve June 30, 2020 Bills: Treasurer Karpus reported that bills for June 30 totaled \$20,195. Of that amount \$15,625 was paid from the Operating Fund, \$2,649 from the Liability Insurance Fund, and \$1,000 from the Donation Fund. Major expenses for the month were \$4,791 to Constellation for electric, \$1,752 to Call One for phone, and \$2,587 to Amazon for supplies.

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Trustee Backus moved the June 30, 2020 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve July 16, 2020 Bills: Treasurer Karpus reported that bills for July 16 totaled \$6,477. Major expenses were \$3,702 to PrairieCat for automation and \$1,161 to ThyssenKrupp Elevator for quarterly maintenance. Trustee Karpus moved the July 16, 2020 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported that since the library opened to the public on June 17 traffic in the building has been light. Those who come in are very grateful we are open. Curbside service continues as well. Summer Reading started on June 15 with the traditional paper options as well as online and mobile options. Our total registration at the end of June was 141. Obviously, COVID is seriously impacting our numbers. Last year 350 kids were signed up by the end of the first two weeks.

Jeanne held two Writer's Group meetings via Zoom. 11 adult programs were cancelled. We didn't have our Kids' calendar finalized before COVID, but we typically have about 40 kids programs in June. Christine Savage did a virtual storytime that we posted on our Facebook page. In June Jeanne Valentine, our Adult Services Manager, celebrated her 18th anniversary at the library. Jeanne will be reducing her hours from full time to part time in October.

COMMITTEE REPORTS

Building and Grounds: Trustee Karpus has not had an opportunity to start on the Quality Based Selection document for the HVAC work.

Finance: None.

Personnel and Policy: Will meet before the regular August board meeting to conduct the Director's Evaluation.

Fundraising: The Christmas Tea has been cancelled. Ceil will contact the presenter.

UNFINISHED BUSINESS

The Secretary's Audit Committee (Trustees Voss and Kollmann) will meet after the August 20 Board Meeting to complete the audit.

NEW BUSINESS

Adopt Ordinance 2020-04: An Ordinance Determining to Levy an Additional Tax of .02%: Trustee Karpus moved the Board adopt Ordinance 2020-04. Motion carried, 5-0. Ayes-Backus, Carey, Karpus, Severson, Voss; Nays-0; Absent-Frost, Kollmann.

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Approve Destruction of Audio Recording from the Closed Session of the May 17, 2018 Personnel & Policy Committee Meeting: The law requires audio recordings be kept for 18 months, after which time they may be destroyed if written minutes exist. Trustee Severson moved the audio recording from the May 17, 2018 closed session of the Personnel & Policy Committee Meeting be destroyed. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Bond Repayment due August 1: An interest payment of \$12,985.00 is due on August 1. Director Howard noted the payment has been made.

Approve Changes to Starting Pay Scale effective July 1, 2020 and January 1, 2021: Changes to the pay scale were necessary to comply with changes to the Illinois Minimum Wage Law. Trustee Carey moved the Board approve the changes to the starting pay scale, effective July 1, 2020 and January 1, 2021. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve COVID-19 Patron Conduct Policy: The Board discussed the proposed policy, which requires individuals age 3 and older to wear a face covering/mask at all times in the building. Trustee Karpus moved the Board approve the COVID-19 Patron Conduct Policy. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

OTHER

Director Howard noted that many libraries reopened with a "Grab-and-Go" model, which limits the amount of time individuals are allowed to spend in the library. She will monitor library usage once school starts. She noted that if it becomes necessary for health and safety reasons our library may transition to a "Grab-and-Go" model.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:47 p.m.

Notes submitted by Deanna Howard

Approved as submitted, 8/20/20