

**PLANO COMMUNITY LIBRARY DISTRICT  
AUGUST 20, 2020 REGULAR BOARD MEETING  
HELD IN THE LOWER LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:03 p.m. Present were Trustees Christine Backus, Ceil Carey, Natalie Kollmann, and Gayle Severson. Library Director Deanna Howard was also present. Trustees Adrian Frost and Tom Karpus were absent.

**APPOINT SECRETARY PRO TEMPORE**

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

**REQUEST FOR REINSTATEMENT OF LIBRARY PRIVILEGES**

Mr. McElroy did not attend the meeting. The board discussed the circumstances which led to the revocation of his library privileges. Trustee Voss asked if there was a motion to reinstate Mr. McElroy's library privileges. No such motion was made. Trustee Kollmann moved that the board never consider Mr. McElroy's reinstatement, in accordance with the conditions of his guilty plea in the 2010 court case. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

**MINUTES**

Approve July 16, 2020 Regular Board Meeting Minutes: Trustee Carey moved that the minutes of the July 16, 2020 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-4, Nays-0, Absent-2.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

The board discussed the letter from Ms. Wisniewski outlining her concerns regarding the library's COVID-19 Patron Conduct Policy.

**FINANCIAL REPORT**

Approve July 2020 Financial Statements: Deanna reported that receipts for June totaled \$355,118. Of that amount \$346,479 was from property taxes, \$5,298 from replacement taxes, and \$3,150 was from transition fees. Total expenses for July were \$33,273. Trustee Backus moved that the July 2020 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve August 20, 2020 Bills: Deanna reported that bills for August 20 totaled \$39,123. Of that amount \$26,626 was paid from the Operating Fund, and \$12,497 from the Building & Maintenance Fund. Major expenses for the month were \$5,341 to Constellation for electric, \$5,302 to R&R for repairs, \$4,374 to TRICO for repairs, and \$8,984 to Today's Business Solution for copier and printing coin towers, Windows 10 upgrade of the Scan Station, and new printing and computer reservation software. Trustee Severson moved the August 20, 2020 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

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**DIRECTOR'S REPORT**

Deanna reported that she was pleased to see our circulation numbers for July. Our total checkouts were 60% of what they were last July. This was high considering that our foot traffic is only 40% of what it was last July. The lack of in-person programming and the public's general concern about the coronavirus is impacting the number of library visits. 6 adult programs were held via Zoom. Miss Christine's Virtual Storytime had 471 views on Facebook. Staff are working on several large collection management projects and online training.

School starts on Monday and we'll see if that impacts library usage and we need to consider moving to the "Grab & Go" model. Results from the School District's survey showed that of 2,197 students only 5 indicated that they did not have Internet access in the home. Each student in grades K-12 was given a Chromebook for their virtual learning.

**COMMITTEE REPORTS**

Building and Grounds: Deanna noted that some masonry repairs are being completed on the original library and new front entrance. The exterior doors were showing rust damage and have been repainted. The work to cover the exterior wood with brake metal has not begun yet.

Finance: None.

Personnel and Policy: Met before the regular board meeting to complete the Director's performance evaluation.

Fundraising: Ceil has contacted the performer for the Christmas Tea, who was understanding about its cancellation. Ceil spoke of the death of Helen Smith, one of the "founders" of Plano Library Tea events, and a longtime supporter of the library.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Adopt Ordinance 2020-03: FY 20-21 Budget and Appropriations Ordinance: Deanna noted that some numbers had been adjusted to accommodate for the potential replacement of the HVAC system. Trustee Backus moved the Board adopt Ordinance 2020-03. Motion carried, 5-0. Ayes-5, Nays-0; Absent-2.

Approve the Chief Fiscal Officer's Estimate of Revenues by Source: Trustee Carey moved the Board approve the Chief Fiscal Officer's Estimate of Revenues by Source. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

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Approve Proposal from Kluber Inc. for HVAC Replacement Study: The board reviewed the proposal. Trustee Severson moved the Board accept the proposal from Kluber Inc. for the HVAC Replacement Study. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Accept the Illinois Public Library Annual Report: Deanna noted the library is required to submit the annual report to the Illinois State Library by September 1 each year. Trustee Carey moved the board accept the Illinois Public Library Annual Report. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

**OTHER**

None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:45 p.m.

Minutes submitted by Deanna Howard

*Approved as submitted, 9/17/20  
Gayle Suss*