

**PLANO COMMUNITY LIBRARY DISTRICT
SEPTEMBER 17, 2020 REGULAR BOARD MEETING
HELD IN THE LOWER LEVEL MEETING ROOM**

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

APPOINT SECRETARY PRO TEMPORE

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

MINUTES

Approve August 20, 2020 Personnel and Policy Committee Meeting Minutes: Trustee Severson moved that the minutes of the August 20 Personnel and Policy Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve August 20, 2020 Personnel and Policy Closed Session Minutes: Trustee Kollmann moved that the minutes of the August 20, 2020 Personnel and Policy Closed Session be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve August 20, 2020 Budget & Appropriations Hearing Minutes: Trustee Backus moved that the minutes of the August 20, 2020 Budget & Appropriations Hearing be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve August 20, 2020 Regular Board Meeting Minutes: Trustee Severson moved that the minutes of the August 20, 2020 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve August 20, 2020 Secretary's Audit Committee Meeting Minutes: Trustee Backus moved that the minutes of the August 20, 2020 Secretary's Audit Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

The library's attorney sent a memo to public library clients regarding the question regarding whether all public libraries must close on the November 3rd General Election Day Holiday. At this time it is uncertain if "all government offices" includes units of local government. A lawsuit has been filed by the Illinois Municipal League to seek clarification on the issue. A decision is expected on October 15.

FINANCIAL REPORT

Approve August 2020 Financial Statements: Trustee Karpus reported that receipts for August 2020 totaled \$28,336. Of that amount \$20,349 was from property taxes, \$3,915 from

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replacement taxes, and \$3,850 from transition fees. Total expenses for August were \$62,661. Trustee Backus moved that the August 2020 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve September 17, 2020 Bills: Trustee Karpus reported that bills for September 17 totaled \$21,049. Of that amount \$18,777 was paid from the Operating Fund and \$2,183 from the Building & Maintenance Fund. Major expenses for the month were \$5,056 to Constellation for electric, \$1,791 to Call One, and \$1,147 to Konica Minolta for the annual maintenance on the microfilm reader. Trustee Karpus moved the September 17, 2020 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported the Summer Reading Program ended on August 15. She still needs to compile the final statistics for the Kids' program since we had the online and paper options this year. Several adult programs were held in August via Zoom. Curbside service statistics have decreased substantially. Adult Services Manager Jeanne Valentine is moving from full-time to part-time at the end of October, and retiring soon after that. Deanna will be hiring someone to replace her. Several staff anniversaries were celebrated in August.

COMMITTEE REPORTS

Building and Grounds: Trustee Karpus noted that masonry repairs have been completed and work on covering the wood windows has begun. Kluber Engineering expects to have the HVAC Replacement Study completed by the end of the month.

Finance: The Finance Committee met before the board meeting to prepare the levy. Deanna noted that the auditor was here this week. He will present the audit report to the board at the November meeting via teleconference.

Personnel and Policy: The Personnel & Policy Committee completed the Director's evaluation last month and Trustee Voss met with Deanna to review it.

Fundraising: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Trustee Election-April 2021: Trustees Severson and Frost will be up for reelection in the spring. Trustee Backus will need to run for her seat.

Per Capita Grant Requirement-Serving Our Public, Chapters 1-6: Deanna led the Board on a review and discussion of the Standards.

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OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:35 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 10/19/20

Cecelia Carey