

**PLANO COMMUNITY LIBRARY DISTRICT
OCTOBER 15, 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 Christine Backus, Cecelia 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.

AUDIT REPORT & APPROVAL MOVED TO LATER IN MEETING

MINUTES

Approve September 17, 2020 Finance Committee Meeting Minutes: Trustee Severson moved the minutes of the September 17, 2020 Finance Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve September 17, 2020 Regular Board Meeting Minutes: Trustee Kollmann moved the minutes of the September 17, 2020 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

The library received notice that we have been awarded an FY 2020 Per Capita Grant Award of \$16,383.75. As outlined in the grant application, this funding is used to purchase library materials.

FINANCIAL REPORT

Approve September 2020 Financial Statements: Trustee Karpus reported that receipts for September 2020 totaled \$268,543. Of that amount \$264,646 was from property taxes and \$3,150 was from transition fees. Total expenses for September were \$44,394. We have completed the first quarter of the fiscal year. We have received 93% of our anticipated revenue. Our expenses are at 19% of the total budgeted amount. Trustee Karpus noted that by September 2019 we had received 94% of our anticipated property tax revenue. By September 2020 we have received 95% of our anticipated property tax revenue. So property tax revenues are coming in as expected this year despite COVID. Trustee Carey moved the September 2020 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve October 15, 2020 Bills: Trustee Karpus reported that bills for October 15 totaled \$23,558. Of that amount \$18,070 was paid from the Operating Fund, and \$1,995 from the Building & Maintenance Fund, and \$3,416 from the Per Capita Grant Fund. Major expenses for the month were \$5,156 to Constellation for electric, \$3,702 to PrairieCat for automation, and

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\$2,100 to LeCuyer Painting for repairs to the exterior doors. Trustee Karpus moved the October 15, 2020 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

AUDIT REPORT, BRIAN ZABEL & ASSOCIATES, P.C.

Mr. Zabel phoned in to the meeting to present the audit report. He noted that pages 1-2 are the most important, and contain the "auditor's opinion". We received a "clean opinion", meaning our financial statements fairly reflect our financial condition and our books are in good order. He reviewed several other pages in the audit report and gave the board an overview of the library's financial position, which includes a net increase of 14.3%.

APPROVAL OF AUDIT REPORT

Trustee Severson moved the audit report be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

Deanna reported that several virtual programs were held in September. In lieu of an in-person tour, the 7th grade instructional team was on site this month to film a "virtual library tour". This will be shown to students during homeroom. Students were also able to sign up for library cards. Three staff members celebrated work anniversaries this month.

COMMITTEE REPORTS

Building and Grounds: Extreme Exteriors has paused their repair work. They are waiting for more material to arrive and will resume work as soon as they have it.

Finance: None.

Personnel and Policy: Met before the regular meeting.

Fundraising: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Accept HVAC Replacement Study from Kluber Architects + Engineers: Trustee Karpus reviewed the report, which provided an overview of existing conditions, discussion, opinions, and recommendations. The roof top units are beyond their median service life and are beginning to require continuous maintenance and repair for operation. The Building Automation System (BAS) and computer are out of date and if they fail access to equipment monitoring and adjustments would be lost. Kluber recommends the roof top units and building automation system be replaced. Trustee Karpus moved the board accept the 9/28/2020 report from Kluber Architects + Engineers. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

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Approve payment to Kluber Architects + Engineers for HVAC Replacement Study: Trustee Karpus moved the Board approve payment to Kluber Architects + Engineers for the HVAC Replacement Study. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Enter into contract with Kluber Architects + Engineers to prepare bid documents for Replacement of the HVAC and Building Automation Systems: Postponed until next month.

Approve Resolution 2020-02: Resolution to Determine Estimate of Funds for FY 20-21: Deanna explained that the "black border" notice of the public hearing for the property tax increase will appear in the paper. The library asks for a large increase to capture any new growth in the area. The County will cut back our request to comply with the tax cap. Trustee Kollmann moved the board approve Resolution 2020-02. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Staffing Levels, Prioritization of Library Services, and Library Hours: Deanna noted that she is trying to make a reduced staffing level (loss of one full-time and one part-time) work due COVID-19's impact on library use. She presented a plan that identified the core services of the library at this time as providing access to the building, access to the collection, and access to the Internet. In-person programming would likely not resume until Illinois reaches Phase 5 of the Restore Illinois Plan. Virtual programming may continue when practical, but will be evaluated based on the staff time needed and number of participants in the program. These other services and activities would not resume until Illinois reaches Phase 5: Meeting room and study room use, book sales, and accepting donations of used books or plastic bags. She noted that library hours may be adjusted because of low usage or staffing constraints. Temporary or unanticipated adjustments of hours may also be needed if there are staffing shortages due to COVID. Deanna would make the decisions about any changes to hours that are needed. Trustee Karpus moved the board support Deanna's plan. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Policy for Employee Compensation during Coronavirus Pandemic: The Personnel & Policy Committee recommends the board approve the policy, which grants paid sick time to all employees for COVID-19 related reasons until Illinois reaches Phase 5 of the Restore Illinois Plan. Trustee Carey moved the board approve the Policy. Motion carried, 5-1. Ayes-5, Nays-1, Absent-1.

Christmas Party December 17, 2020: The board agreed their annual Christmas dinner would be canceled.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:56 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 11/19/20 Page 3 of 3

Christine M. Bacus