

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 19, 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, Cecelia Carey, Tom Karpus, Natalie Kollmann, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Adrian Frost was absent.

APPOINT BOARD SECRETARY

President Voss appointed Trustee Backus to serve as the new Board Secretary. Trustee Carey made a motion to accept the appointment. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

MINUTES

Approve October 15, 2020 Personnel & Policy Committee Meeting Minutes: Trustee Carey moved the minutes of the October 15, 2020 Personnel & Policy Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve October 15, 2020 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the October 15, 2020 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve October 2020 Financial Statements: Trustee Karpus reported that receipts for October 2020 totaled \$26,928. Of that amount \$19,867 was from property taxes and \$4,963 was from replacement taxes. Total expenses for October were \$63,384. Trustee Severson moved the October 2020 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve November 19, 2020 Bills: Trustee Karpus reported that bills for November 19 totaled \$19,869. Of that amount \$14,944 was paid from the Operating Fund, \$2,623 from the Building & Maintenance Fund, and \$2,272 from the Per Capita Grant Fund. Major expenses for the month were \$4,056 to Constellation for electric, \$1,507 to Shaw Media for publication of legal notices, and \$1,390 to Alarm Detection Systems for our annual inspection and monitoring of the alarm systems. Trustee Kollmann moved the November 19, 2020 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

Deanna reported that the library continued to do some programming via Zoom in October. Jeanne Valentine, our Adult Services Manager, had her last day of full time work in October. She will continue working part time through the end of December. Deanna has decided not to move anyone into the manager's position at this time. We will continue with two part-time library assistants in the department. Illinois moves into Tier 3 COVID Resurgence Mitigations on Friday, November 20. The library will transition to curbside service only at that time to support mitigation efforts.

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COMMITTEE REPORTS

Building and Grounds: Extreme Exteriors continues their work to cover the exterior wood windows with aluminum.

Finance: None.

Personnel and Policy: None.

Fundraising: Trustee Carey reported a suggestion to hold a mid-winter Tea via Zoom. The Fundraising Committee will meet to discuss this. She has also been gathering recipes to add to the Christmas Tea Recipe Book. Friends of the Library President Ruth Morello is looking into the possibility of the Friends becoming an Amazon Smile charitable organization.

UNFINISHED BUSINESS

Approve Ordinance 2020-05: An Ordinance Levying Taxes for FY 2020-2021: Trustee Severson moved the Board adopt Ordinance 2020-05. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

NEW BUSINESS

Per Capita Grant Requirement-Serving our Public, Chapters 7-13: Deanna led the Board on a review and discussion of the Standards.

Accept Proposal for Professional Services for HVAC and Building Automation System Replacement from Kluber Architects + Engineers and Authorize Director to sign document: Trustee Carey moved the Board accept the proposal for professional services for HVAC and Building Automation System Replacement from Kluber Architects + Engineers and authorize the Director to sign the document. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Authorize Director and/or Board President to Execute B101 Contract with Kluber Architects + Engineers: Trustee Karpus moved the Board authorize the Director and/or Board President to execute the B101 Contract with Kluber Architects + Engineers when it is ready. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Authorize Payment of December 2020 bills: The library board does not meet in December, so payment of the bills is authorized in advance. Trustee Kollmann made the motion to authorize payment of the December 2020 bills. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Authorize Payment to Extreme Exteriors upon satisfactory completion of the work: Trustee Karpus moved the Board approve payment to Extreme Exteriors upon satisfactory completion of the work. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:49 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 1/21/21 Page 2 of 2

Christine M Backus