

**PLANO COMMUNITY LIBRARY DISTRICT
JANUARY 21, 2021 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, and Tom Karpus. Trustees Adrian Frost, Natalie Kollmann, and Gayle Severson were absent. Library Director Deanna Howard was also present.

MINUTES

Approve November 19, 2020 Levy Hearing Minutes: Trustee Carey moved the minutes of the November 19, 2020 Levy Hearing be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve November 19, 2020 Regular Board Meeting Minutes: Trustee Karpus moved the minutes of the November 19, 2020 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve December 8, 2020 Fundraising Committee Meeting Minutes: Trustee Carey moved the minutes of the December 8, 2020 Fundraising Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve November 2020 Financial Statements: Trustee Karpus reported receipts for November 2020 totaled \$13,903. Of that amount \$11,473 was from property taxes and \$1,750 from transition fees. Total expenses for November were \$38,911. Trustee Backus moved the November 2020 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve December 17, 2020 Bills: Trustee Karpus reported bills for December 17 totaled \$27,182. Of that amount \$22,993 was paid from the Operating Fund, \$1,403 from the Building & Maintenance Fund, and \$2,785 from the Per Capita Grant Fund. Major expenses for the month were \$5,200 to Zabel & Associates for the annual audit, about \$5,000 to TRICO for repairs, and \$3,826 to Constellation for electric. Trustee Karpus moved the December 17, 2020 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve December 2020 Financial Statements: Trustee Karpus reported receipts for December 2020 totaled \$3,303. Of that amount \$1,400 was from transition fees and \$1,284 from replacement taxes. Total expenses for December were \$61,969. We have just finished the 2nd quarter of our fiscal year. We have received almost all of the property tax revenue we expected, and overall are at 99% of our anticipated revenues. We are at 43% of our anticipated expenses, so our expenses are in line with our budget. Trustee Carey moved the December 2020 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

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Approve January 21, 2021 Bills: Trustee Karpus reported bills for January 21, 2021 totaled \$42,147. Of that amount \$35,804 was paid from the Operating Fund, \$3,468 from the Building & Maintenance Fund, and \$2,845 from the Per Capita Grant Fund. Major expenses for the month were \$9,855 to Kluber Architects + Engineers for 50% completion of the construction document phase, \$9,525 to Extreme Exteriors for the covering the wood at the east entrance and upper level windows of the original library, \$3,892 to Constellation for electric, and \$3,702 to PrairieCat for automation. Trustee Backus moved the January 21, 2021 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

DIRECTOR'S REPORT

Deanna reported the Knit & Crochet Group, Writer's Group, and Pizza & Pages programs continue to meet via Zoom. The Library has been open since November 30 with the "Grab & Go" model. Patrons are asked to limit their time in the library to 1 hour or less, and their interaction with staff to under 10 minutes. Although our attendance is down, we had about 3,000 visits between November and December. Checkouts in December are 80% of what they were the year before. Deanna expressed gratitude that all of our staff are healthy and working, and we can continue to provide library service to those who need us. Randy Struthers, our Circulation Manager, celebrated his 16th anniversary in December. Jeanne Valentine, our Adult Services Manager, had her last day on December 30. Deanna noted that Jeanne was a huge asset to our library and our community, and she will be missed deeply.

Trustee Backus asked how library operations were going with reduction in staff. Deanna noted we have reduced staff by one full-time and two part-time employees since the pandemic (all resignations whose positions were not filled). We are currently staffed by two people in each department. Deanna feels the reduced staffing is working at this time because of the reduction in library usage caused by the pandemic. She noted that if there were staff illnesses library hours might temporarily need to be modified while staff were out.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: The Committee set a meeting February 18 at 6:40 p.m. to revise the FY 20-21 budget.

Personnel and Policy: None.

Fundraising: Mid-Winter Tea: Trustee Carey reported the committee had been considering a mid-winter online tea event. After Ceil's survey of potential guests the committee determined there was not enough interest to hold the event. Ceil and Ruth Morello worked together to produce additional recipes that can be added to the Christmas Tea Recipe book. Those will be sold for \$5.00 each, and sale of the original recipe book will be promoted.

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UNFINISHED BUSINESS

Review of HVAC Replacement Project, Status and Timeline: Trustee Karpus reviewed the project. Kluber has prepared the construction documents and bid specifications. The anticipated timeline follows: January 29-Project goes out to bid; February 12-Bid opening; February 18-Board approves bids; March 8-Equipment ordered; May 17-Equipment arrives (before this time work on the control system will be taking place); May 31-Substantial completion. The drawings and bid specifications were available for the board to review.

Trustee Election: Terms for Trustees Backus, Frost, and Severson expire in April. Trustees Backus and Severson have filed election paperwork and been certified for the ballot. The board discussed the process for write-in candidates and that there might be a need to appoint a trustee to fill a vacancy after the election.

NEW BUSINESS

Bond Debt Repayment due 2/1/2021: A payment of \$452,985 is due on 2/1/2021.

Approve Mid-Year Staff Raises: When raises were set in June 2020 there was uncertainty about how the pandemic would impact the library's revenues. Deanna noted at this time all anticipated property tax revenue has been received, and the existing salary budget can support the 1% raise the board scheduled for consideration in January. Trustee Karpus moved the board approve a 1% staff raise. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve Bidding of HVAC replacement project as designed by Kluber Architects + Engineers: Trustee Carey moved the Board approve bidding of the HVAC replacement project as designed by Kluber Architects + Engineers. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Adopt Ordinance 2021-01: Ordinance Approving Loan from First National Bank of Omaha (for funds to replace/repair the HVAC system): The ordinance indicates the Library determines it is reasonable and prudent to borrow funds from the First National Bank of Omaha to pay for the project (preliminary cost estimate of \$325,000) and to pay off the balance of an existing loan (approximately \$113,000). The ordinance authorizes any two of the following Officers of the Board to execute application documents for the loan: President Jane Voss, Vice President Cecelia Carey, Treasurer Thomas J. Karpus, and Secretary Christine Backus. Trustee Karpus moved the board Adopt Ordinance 2021-01. Motion carried by roll call vote, 4-0. Ayes-Backus, Carey, Karpus, Voss. Nays-None. Absent-Frost, Kollman, Severson.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:39 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 2/18/21

Christine Backus