

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 18, 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, Natalie Kollmann, Gayle Severson, and Tom Karpus. Trustee Adrian Frost was absent. Library Director Deanna Howard was also present.

MINUTES

Approve January 21, 2021 Regular Board Meeting Minutes: Trustee Karpus moved the minutes of the January 21, 2021 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 January 2021 Financial Statements: Trustee Karpus reported operating fund receipts for January 2021 totaled \$9,621. Of that amount \$6,109 was from replacement taxes and \$2,800 from transition fees. Total operating expenses for January were \$49,883. Trustee Carey moved the January 2021 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve February 18, 2021 Bills: Trustee Karpus reported bills for February 18 totaled \$23,707. Of that amount \$19,836 was paid from the Operating Fund, \$3,871 from the Building & Maintenance Fund, \$2,243 from the Per Capita Grant Fund, \$1,187 from the Donation Fund, and \$1,193 from the Liability Insurance Fund. Major expenses for the month were \$9,931 to Kluber Architects + Engineers for completion of the construction document phase, and \$4,067 to Constellation for electric. Trustee Severson moved the February 18, 2021 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

Deanna reported that Region 2, which includes Kendall County, has been stable in Phase 4 of the Restore Illinois Plan for several weeks. We have removed the "Grab & Go" from our service plan--we are no longer asking patrons to limit their time in the library. Our other safety protocols remain in place. We had over 1,800 visits in January and our circulation was 73% of January 2020. We continue to hold some programs via Zoom.

Andrew Block, one of our Adult Services Assistants, left the library this month. He secured a full time job with benefits in his field, which is IT. Chris, our remaining Adult Services staff member, is filling in some of the hours. Other staff members are also helping by continuing to work outside their departments. The current starting pay for this position is \$12.25/hour. Deanna is gathering some information and hopes to meet with the Personnel & Policy Committee in the next several months about modifying our pay scale. She would like to do this before we advertise for the vacancy.

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COMMITTEE REPORTS

Building and Grounds: None.

Finance: The Committee met before the board meeting to work on the operating budget revisions.

Personnel and Policy: None.

Fundraising: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Statement of Economic Interest due May 1: Trustees were reminded they will receive the paperwork from the Kendall County Clerk's Office and it is due May 1.

Accept Bid for HVAC Replacement: The public bids were opened on February 12. Kluber conducted a Contractor Bid Scope Review with the two lowest bidders and believes their bids to be responsive and complete. Trustee Karpus moved the board award the contract for HVAC replacement in the amount of \$232,000 to Mechanical Concepts of Illinois, Inc. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Authorize Director to Sign Contract for HVAC Replacement: Trustee Karpus moved the Board authorize Director Howard to sign the contract with Mechanical Concepts of Illinois for the HVAC replacement. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Authorize Director to Approve HVAC Replacement Change Orders up to \$30,000 each: Trustee Karpus is recommending this action to avoid any delays in the project timeline. All change orders will initially be reviewed by Kluber. Trustee Carey moved the Board authorize Director Howard to approve HVAC replacement change orders up to \$30,000 each. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve FY 2020-2021 Revised Operating Budget: Trustee Backus moved the board approve the FY 2020-2021 Revised Operating Budget. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve Paid Sick Leave for COVID Vaccination: Trustee Carey moved the Board approve the Paid Sick Leave for COVID Vaccination Policy. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

OTHER

Trustee Karpus reviewed the HVAC replacement project timeline. The hope is that the new units can be installed in May. The library will be closed during installation and the street will be shut down.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:23 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 3/18/21 Page 2 of 2

Christine M Backus