

**PLANO COMMUNITY LIBRARY DISTRICT  
MARCH 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 February 18, 2021 Finance Committee Meeting Minutes: Trustee Karpus moved the minutes of the February 18, 2021 Finance Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve February 18, 2021 Regular Board Meeting Minutes: Trustee Carey moved the minutes of the February 18, 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 February 2021 Financial Statements: Trustee Karpus reported operating fund receipts for February 2021 totaled \$2,558. Of that amount \$1,750 was from transition fees. Total operating expenses for February were \$47,534. Trustee Severson moved the February 2021 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve March 18, 2021 Bills: Trustee Karpus reported bills for March 18 totaled \$50,624. \$48,262 was paid from the Operating Fund, \$2,361 from the Building & Maintenance Fund, \$993 from the Per Capita Grant Fund, and \$737 from the Liability Insurance Fund. Major expenses for the month were \$25,491 to Tech Pro Logic for 16 months of IT support hours, \$3,796 to Constellation for electric, and \$3,285 to First Insurance Group for the officers' bonds. Trustee Backus moved the March 18, 2021 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

**DIRECTOR'S REPORT**

Deanna reported we had almost 1,900 visits in February and our circulation was 77% of February 2020. Christine Savage, Kids' Library Assistant, celebrated her 10<sup>th</sup> anniversary in February. Deanna met with two contractors to complete an energy audit for the library's lighting. They will be able to provide cost for a transition to LED lightning and anticipated energy savings.

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**COMMITTEE REPORTS**

Building and Grounds: Notes from the February 23 pre-construction meeting were included for the board's information. The timeline was also reviewed. Units are expected to arrive in mid-May.

Finance: None.

Personnel and Policy: None.

Fundraising: None.

**UNFINISHED BUSINESS**

Deanna reviewed the process for submitting the statement of economic interest form electronically this year. The deadline to file the statement is May 3.

**NEW BUSINESS**

Approve payment of \$5,480 to Mechanical Concepts of Illinois, Inc.: A payment of \$5,480.00 has been certified by Kluber Architects + Engineers. This payment covers the bonds and insurance. Trustee Karpus moved the board approve payment of \$5,480 to Mechanical Concepts of Illinois, Inc. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

State of Illinois Sexual Harassment Prevention Training: Board members were asked to review the training documents created by the Illinois Department of Human Rights. The certificate of completion will be kept on file at the library.

**OTHER**

None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:15 p.m.

Minutes submitted by Deanna Howard

*Approved as submitted, 4/19/2021.*

*Christine M. Backus*