

**PLANO COMMUNITY LIBRARY DISTRICT  
APRIL 15, 2021 REGULAR BOARD MEETING  
HELD IN THE LOWER LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:04 p.m. Present were Trustees Christine Backus, Natalie Kollmann, and Tom Karpus. Trustees Cecelia Carey, Adrian Frost, and Gayle Severson were absent. Library Director Deanna Howard was also present.

**MINUTES**

Approve March 18, 2021 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the March 18, 2021 Regular Board 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 March 2021 Financial Statements: Trustee Karpus reported operating fund receipts for March 2021 totaled \$7,097. Of that amount \$3,850 was from transition fees and \$2,207 from replacement taxes. Total operating expenses for March were \$44,745. We just completed the third quarter of the fiscal year. We have received 100% of our budgeted revenues. We have spent 61% of our budgeted expenses. Trustee Kollmann moved the March 2021 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve April 15, 2021 Bills: Trustee Karpus reported bills for April 15 totaled \$26,962. \$18,811 was paid from the Operating Fund, \$6,133 from the Building & Maintenance Fund, and \$2,017 from the Per Capita Grant Fund. Major expenses for the month were \$3,986 to Constellation for electric, \$2,384 to Four Seasons Landscaping for the spring cleanup and installation of mulch, \$1,698 to ThyssenKrupp Elevator for quarterly maintenance and inspections, \$1,605 to NICOR for heat, and \$1,503.50 to Kluber Architects + Engineers for 25% completion of the construction administration phase. Trustee Karpus moved the April 15, 2021 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**DIRECTOR'S REPORT**

Deanna reported there were over 2,400 visits in March. This was the highest number of visits since October 2020. Deanna reviewed the reduction in staffing since the pandemic started--4 people who left have not been replaced. With staff taking vacations over the summer staffing is more challenging. The Board agreed that rather than reducing hours additional staff should be hired. Deanna noted that the salary scale needs to be reviewed before we advertise for any vacancies. She will try to have this prepared for the next board

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meeting. Deanna stated that our current plan is that in-person programming and meeting room use will resume once Illinois reaches Phase 5 of the Restore Illinois Plan.

**COMMITTEE REPORTS**

Building and Grounds: Work continues on the HVAC replacement project. Installation of the rooftops units is scheduled for mid-May. The library will need to be closed during this time for safety reasons.

Finance: Deanna noted that we recently received our EAV numbers from the County. The Finance Committee will need to meet to prepare the budget.

Personnel and Policy: Will be scheduling a meeting to complete the Director's evaluation.

Fundraising: None.

**UNFINISHED BUSINESS**

Statement of Economic Interest due May 3: Trustees were reminded of the upcoming deadline.

**NEW BUSINESS**

Approve Payment of \$6,255 to Mechanical Concepts of Illinois: A payment of \$6,255 has been certified by Kluber Architects + Engineers. Trustee Karpus moved the board approve payment of \$6,255 to Mechanical Concepts of Illinois, Inc. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Trustee Election: Trustees Gayle Severson and Christine Backus were elected in April. The official election results will be sent by the County after April 27. The terms begin on the third Monday in May. The oath of office must be taken between May 17-June 19.

Trustee Vacancy: The board was asked to consider candidates to fill the vacancy left by Trustee Frost.

President Appoints Nominating Committee: President Voss appointed Trustees Backus, Karpus, and Kollmann to the nominating committee.

**OTHER**

None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:32 p.m.  
Minutes submitted by Deanna Howard

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*Approved as submitted on 05/20/21  
Christine M Backus*