

**PLANO COMMUNITY LIBRARY DISTRICT
MAY 20, 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 Natalie Kollmann and Gayle Severson were absent. Library Director Deanna Howard was also present.

OATH OF OFFICE

Trustee Backus has taken her oath of office with a Notary Public. Trustee Severson will also take her oath with a Notary Public.

ELECTION OF OFFICERS

Trustee Carey moved the slate of candidates proposed by the Nominating Committee be elected: President—Jane Voss; Vice President—Cecelia Carey; Treasurer—Tom Karpus; Secretary—Christine Backus. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

MINUTES

Approve April 15, 2021 Regular Board Meeting Minutes: Trustee Karpus moved the minutes of the April 15, 2021 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve April 15, 2021 Nominating Committee Meeting Minutes: Trustee Karpus moved the minutes of the April 15, 2021 Nominating Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve May 13, 2021 Personnel & Policy Committee Meeting Minutes: Trustee Carey moved the minutes of the May 13, 2021 Personnel & Policy Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve May 13, 2021 Personnel & Policy Committee Closed Session Minutes: Trustee Carey moved the minutes of the May 13, 2021 Personnel & Policy Committee Closed Session be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve April 2021 Financial Statements: Trustee Karpus reported operating fund receipts for April totaled \$14,038. Of that amount \$10,314 was from replacement taxes and \$3,150 from transition fees. Total operating fund expenses for April were \$52,833. Trustee Backus

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moved the April 2021 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve May 20, 2021 Bills: Trustee Karpus reported bills for May 20, 2021 totaled \$34,145. \$31,300 was paid from the Operating Fund, \$1,296 from the Building & Maintenance Fund, and \$1,518 from the Worker's Compensation Fund. Major expenses for the month were \$11,473 to Cincinnati Insurance for the annual building & contents insurance, \$3,909 to Constellation for electric, \$2,362 to attorney for legal fees between January-April, \$1,695 to Call One, and \$1,437.50 to Kluber Architects + Engineers for 50% completion of the construction administration phase. Trustee Carey moved the May 20, 2021 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported there were over 2,000 visits in April. The Friends of the Library met via Zoom on May 1 and voted to donate \$1,500 to support the Summer Reading Program. The program begins on June 1, with the theme "Reading Colors Your World". Last week the CDC announced new guidelines regarding face masks for vaccinated individuals. The library's mask requirement remains in place at this time while we wait for updated guidance from the Illinois Department of Public Health. When Illinois reaches Phase 5 of the Restore Illinois Plan we will phase back into programming by providing the option for the ongoing adult programs, like Book Club, Writer's Group, and Knit & Crochet to meet at the Library.

COMMITTEE REPORTS

Building and Grounds: Due to weather the installation of the new rooftop units has been moved to next week. The library will be closed for two days during the installation.

Finance: The committee set a meeting for June 17 at 6:30 p.m. to prepare the FY 2021-2022 budget.

Personnel and Policy: The Director's evaluation has been completed and reviewed with Deanna.

Fundraising: We are selling updates for the Christmas Tea recipe books.

UNFINISHED BUSINESS

Trustee Vacancy—Board members were asked to think about potential candidates to fill the trustee vacancy.

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NEW BUSINESS

Approve Payment of \$27,990 to Mechanical Concepts of Illinois: A payment of \$27,990 has been certified by Kluber Architects + Engineers. Trustee Karpus moved the board approve payment of \$27,990 to Mechanical Concepts of Illinois, Inc. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve Resolution 2021-01: Resolution to Adopt a Non-Resident Library Card Fee: Trustees Carey moved the Board adopt Resolution 2021-01, which sets the non-resident fee for FY 2021-2022 at \$290. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve Changes to Starting Pay Scale: The Personnel & Policy committee is recommending the board approve the changes to the starting pay scale, which has been adjusted because of the minimum wage increases. Changes have also been made to the pay grades and position titles. Trustee Carey moved the board approve the changes to the starting pay scale. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve Staff Wage Adjustments, effective May 16, 2021: The Personnel & Policy Committee is recommending the wage adjustments. For the most part, staff members are moved to the new minimum starting pay for their position and given an increase from there based on years of service. The reasons for the changes and the impact on the budget were discussed. Trustee Carey moved the board approve the Staff Wage Adjustments, effective May 16, 2021. Motion carried, 3-1. Ayes-Backus, Carey, Voss, Nays-Karpus, Absent-2.

Approve Director's Raise, effective June 27, 2021: The Personnel & Policy Committee recommends a 1% raise for the Director. Trustee Carey moved the board approve a 1% increase for the Director, effective June 27, 2021. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Discuss/Approve conversion to LED Lighting: Two proposals were reviewed. Trustee Karpus moved the Board waive competitive bidding to use a local contractor for the LED lighting conversion. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2. Trustee Karpus moved the board accept the proposal from CJ Power, Inc. to upgrade the upper level lighting to LED. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:54 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 6/17/2021 Christeen M Backus