

**PLANO COMMUNITY LIBRARY DISTRICT  
JUNE 17, 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, Tom Karpus, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Natalie Kollmann arrived at 7:01 p.m.

**MINUTES**

Approve May 20, 2021 Regular Board Meeting Minutes: Trustee Carey moved the minutes of the May 20, 2021 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

None.

*Trustee Kollmann arrived.*

**FINANCIAL REPORT**

Approve May 2021 Financial Statements: Trustee Karpus reported operating fund receipts for May totaled \$1,744. Of that amount, \$1,050 was from transition fees and \$471 from fines. Total expenses for May were \$40,997. We have one month left in the fiscal year. Trustee Severson moved the May 2021 financial statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve June 17, 2021 Bills: Trustee Karpus reported bills for June 17, 2021 totaled \$24,734. \$22,082 was paid from the Operating Fund, \$1,652 from the Building & Maintenance Fund, and \$1,000 from the Donation Fund. Major expenses for the month were \$4,204 to Constellation for electric, \$4,240 to First Insurance Group for insurance, and \$1,890 to Paragon Micro for antivirus software. Trustee Kollmann moved the June 17, 2021 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

**DIRECTOR'S REPORT**

Deanna reported that since Illinois has reached Phase 5 of the Restore Illinois Plan the sign on the front door has been changed to "Face masks encouraged for non-vaccinated patrons". The ongoing adult programs have been given the option to meet in person or continue on Zoom. The Book Club and New Life for Old Bags will meet in person. Knit & Crochet and Writer's Group will continue on Zoom for now. Deanna has met with the Kids' Library staff to plan for in-person kids' programming. We will follow the Illinois Department of Public Health Guidelines and require anyone over 3 years old to wear a mask at kids' programs, even if they are vaccinated. Our Pizza & Pages book clubs will meet in person for July & August, with a Zoom option as well. We are looking to add a few preschool and school age programs to our calendar for the summer.

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The Library will be advertising for the library assistant position in the Circulation Department. Once that is filled and the person is trained we will advertise for the Adult Services Department position. Summer Reading started on June 1. We have 166 kids, 15 teens, and 53 adults participating right now. These are really good numbers compared to last year.

**COMMITTEE REPORTS**

Building and Grounds: The new air conditioning units have been installed. There a few things that need to be tweaked with the system.

Finance: Met before the regular board meeting to prepare the budget and the Budget & Appropriations Ordinance.

Personnel and Policy: None.

Fundraising: None.

**UNFINISHED BUSINESS**

Trustee Vacancy: Lesli Ambrose attended the meeting to introduce herself to the board and express her interest in serving as a trustee. She has lived in Plano for over 20 years and raised her family here. She runs a daycare in Plano. Deanna distributed the board's procedures for filling a trustee vacancy. She will post signs in the library, on our website, and on Facebook.

**NEW BUSINESS**

Approve Payment to Mechanical Concepts of Illinois, Inc: A payment of \$170,233.47 has been certified by Kluber Architects + Engineers. This payment is for substantial completion of the project. Trustee Karpus moved the board approve payment of \$170,233.47 to Mechanical Concepts of Illinois, Inc. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Adopt Ordinance 2021-02, Meeting Schedule for FY 2021-2022: Trustee Carey moved the Board adopt Ordinance 2021-02. This sets the board meeting schedule for 7pm on the third Thursday of each month, except December, when there is no meeting. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

President Appoints Secretary's Audit Committee for Annual Report: Trustees Voss and Kollman will conduct the Secretary's Audit immediately following the July 15 board meeting.

President Appoints Committee Members: Trustee Voss was added to the Building & Grounds Committee. Trustee Backus was added to the Fundraising Committee.

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Authorize Transfer from Corporate Fund to IMRF Fund: Trustee Karpus moved \$10,000 be transferred from the Corporate Fund to the IMRF Fund. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve FY 2021-2022 Operating Budget: The Finance Committee recommends the Board approve the budget as presented. Trustee Severson moved the Board approve the FY 2021-2022 Operating Budget. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Adopt Ordinance 2021-03, Tentative Budget & Appropriations Ordinance: Trustee Carey moved the Board adopt Ordinance 2021-03. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0. Deanna noted the notice of the August 19 Public Hearing will be in the next issue of the Plano Record newspaper.

**OTHER**

Trustee Karpus talked about property tax abatement.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:38 p.m.

Minutes submitted by Deanna Howard

*Approved as submitted, 7/15/21  
Christine Backus*