

**PLANO COMMUNITY LIBRARY DISTRICT
JULY 15, 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, Tom Karpus, and Gayle Severson. Library Director Deanna Howard was also present.

MINUTES

Approve June 17, 2021 Finance Committee Meeting Minutes: Trustee Severson moved the minutes of the June 17, 2021 Finance Committee Meeting be approved as submitted.

Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve June 17, 2021 Regular Board Meeting Minutes: Trustee Carey moved the minutes of the June 17, 2021 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

From the Illinois Secretary of State –The library received an FY 2021 Per Capita Grant in the amount of \$19,332.83. Deanna noted the State of Illinois increased the amount of the per capita grant this year from \$1.25/person to \$1.475/person, which increased our revenue by about \$3,000. As indicated in our grant application, the funding will be used for collection materials.

FINANCIAL REPORT

Approve June 2021 Financial Statements: Trustee Karpus reported operating fund receipts for June totaled \$16,363. Of that amount, \$13,292 was from replacement taxes and \$2,100 was from transition fees. Total expenses for June were \$48,908. This is our fiscal year end. Our revenues were \$32,712 over our anticipated amount, primarily because of replacement tax and transition fee income. Our total expenses were \$615,556. After our transfer to the social security fund we are left with a budget balance of about \$122,000. Major line items where we underspent were salaries, electricity, and repairs. Since the board meeting is early this month the financials were prepared early. There will be some additional bills that come in that will need to be paid out of the fiscal year, so the financials will be revised after everything comes in. Trustee Kollmann moved the June 2021 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve June 30, 2021 Bills: Trustee Karpus reported bills for June 30 totaled \$12,786, all paid from the Operating Fund. Major expenses for the month were \$3,534 to Constellation for electric, \$1,726 to CJ Power for replacing the exterior lights at the staff entrance and alley, and \$1,437 to Kluber Architects for completion of the HVAC project. Trustee Karpus moved the June 30, 2021 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

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Approve July 15, 2021 Bills: Trustee Karpus reported bills for July 15 totaled \$12,945. \$11,358 was paid from the Operating Fund and \$1,587 from the Building & Maintenance Fund. Major expenses for the month were \$3,644 to PrairieCat, and \$5,844 to Today's Business Solutions for our public computer reservation and printing programs. Trustee Backus moved the July 15, 2021 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

DIRECTOR'S REPORT

Deanna reported that several children's programs are planned for July and August. We will be offering a pajama storytime, art workshop, science program, and a Music & Movement program. Our adult book club and New Life for Old Bags groups have met in person, and it was great to see everyone back in the library. We have a book sale scheduled for August 23-September 4.

Our Summer Reading numbers are good this year. Registrations are about half of what they were pre-COVID, which is great compared to last year. The library will go back to our regular hours of closing at 8pm when school starts on August 18. Even though our usage is still very low in the evening, this will allow us to better accommodate our own typical program schedule and groups who want to use the meeting rooms.

COMMITTEE REPORTS

Building and Grounds: Mechanical Concepts needs to complete the punch list. The retainage for the completion of the work is \$22,719.83.

Finance: None.

Personnel and Policy: None.

Fundraising: Ceil reported that she and Deanna had previously discussed the 2021 Christmas Tea, and agreed that due to COVID it was best *not* to have a Tea this year. It would be difficult to social distance, reducing the number of attendees would disappoint a lot of people, and most attendees are in an at-risk group.

UNFINISHED BUSINESS

Trustee Vacancy: Rylie Roubal attended the meeting to introduce herself to the board and express her interest in serving as a trustee. She has lived in Plano for 8 years. She holds a Master's Degree in Library and Information Science and is the Director of the Hinckley Public Library District.

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NEW BUSINESS

Approve Payment to Mechanical Concepts of Illinois, Inc: There is no payment to approve. The items on the punch list have not been completed.

Approve HVAC Project Change Orders #1 and #2: The board had previously authorized Director Howard to execute any individual change orders up to \$10,000 each. Trustee Karpus moved the board officially approve Change Order #1, \$678.30, for the boiler pump switch; and Change Order #2, \$4,139.79 for cottonwood filter screens. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Adopt Ordinance 2021-04: Ordinance Determining to Levy and Additional Tax of .02%: This is an annual ordinance the library passes for Building & Maintenance. Trustee Carey moved the Board adopt Ordinance 2021-04. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve Destruction of Audio Recordings from the Closed Session of the May 15, 2019 Personnel & Policy Committee Meeting: The law requires audio recordings be kept for 18 months, after which time they may be destroyed if written minutes exist. Trustee Karpus moved the audio recording from the May 15, 2019 closed session of the Personnel & Policy Committee Meeting be destroyed. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Bond Payment Due August 1: As an FYI for the Board, it was noted that an interest only payment of \$6,825 is due on August 1.

OTHER

Trustee Severson asked if the Board would continue meeting in the large meeting room. Deanna responded that she felt it was prudent to continue to use the larger space for board meetings.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:22 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 8/19/21

