

**PLANO COMMUNITY LIBRARY DISTRICT
AUGUST 19, 2021 REGULAR BOARD MEETING
HELD IN THE LOWER LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:03 p.m. Present were Trustees Cecelia Carey, Natalie Kollmann, and Tom Karpus. Trustees Christine Backus and Gayle Severson were absent. Library Director Deanna Howard was also present. Trustee Voss welcomed Denise Helmers and John McCartan to the meeting.

MINUTES

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

Approve July 15, 2021 Secretary's Audit Committee Meeting Minutes: Trustee Carey moved the minutes of the July 15, 2021 Secretary's Audit Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve July 2021 Financial Statements: Trustee Karpus reported that receipts for July 2021 totaled \$388,517. Of that amount \$375,137 was from property taxes, \$9,686 from replacement taxes, and \$3,150 was from transition fees. Total expenses for July were \$40,552. Trustee Kollmann moved the July 2021 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve August 19, 2021 Bills: Trustee Karpus reported bills for August 19 totaled \$35,099. Of that amount \$33,346 was paid from the Operating Fund, and \$1,752 from the Building & Maintenance Fund. Major expenses for the month were \$20,000 to Tech Pro Logic for prepaid IT support hours and \$3,068 to Constellation for electric. Trustee Karpus moved the August 19, 2021 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported that six adult programs were held via Zoom in July. We also had the Book Discussion Group and New Life for Old Bags meetings in person. We had our first in-person kids' programs since we reopened. We were pleased to be making connections with kids again at our Pajama Storytimes and Art Workshops. We had about twice as many kids participate in our Summer Reading Program this year than last year. The library has returned to our regular hours of closing at 8pm Monday-Thursday. We have optimistically

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returned to a relatively normal fall programming schedule. The newsletter is at the printer now, and should be mailed to homes in late August.

COMMITTEE REPORTS

Building and Grounds: Mechanical Concepts is still working on the punch list. The electricians will begin working on the upper level LED transition next week.

Finance: The auditors will be on site September 9.

Personnel and Policy: None.

Fundraising: None.

UNFINISHED BUSINESS

Trustee Vacancy: Denise Helmers and John McCartan submitted letters of interest to fill the trustee vacancy. Each were present at the meeting and introduced themselves. Ms. Helmers has lived in Plano since 1986, and her children graduated from Plano High School. She expressed her appreciation for the library and its importance in the community. Mr. McCartan has lived in Plano since 2009. His family uses the library and he expressed appreciation for the library as well. He is looking for additional ways to become more involved locally, and feels serving as a library trustee would be rewarding.

NEW BUSINESS

Discuss/Approve HVAC Change Order #3: Trustee Karpus explained that HVAC Replacement Project Change Order #3, in the amount of \$11,199.30, is to repair several VAV control boxes that are no longer functioning. Trustee Kollmann moved the board approve Change Order #3 and authorize Director Howard to execute the documents. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Adopt Ordinance 2021-03: FY 21-22 Budget & Appropriations Ordinance Deanna reminded Trustees that we appropriate and levy for a high amount to capture any new growth in the area. The County will reduce our levy request based on the actual Equalized Assessed Value in our district and the tax cap. Trustee Carey moved the Board adopt Ordinance 2021-03. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve Chief Fiscal Officer's Estimate of Revenues by Source: Trustee Kollmann moved the Board approve the Chief Fiscal Officer's Estimate of Revenues by Source. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Accept the Illinois Public Library Annual Report: Deanna noted the library is required to submit the annual report to the Illinois State Library by September 1 each year. She reviewed

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some of the statistical data. Trustee Kollmann moved the board accept the Illinois Public Library Annual Report. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:34 p.m.

Minutes submitted by Deanna Howard

*Approved as submitted, 9/16/21
Christine Backus*