

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 18, 2021 REGULAR BOARD MEETING
HELD IN THE LOWER LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:05 p.m. Present were Trustees Christine Backus, Cecelia Carey, and Denise Helmers. Library Director Deanna Howard was also present. Trustees Natalie Kollmann and Gayle Severson were absent.

APPOINT SECRETARY PRO TEMPORE

President Voss appointed Trustee Helmers to serve as the Secretary Pro Tempore.

MOMENT OF SILENCE IN MEMORY OF THOMAS J. KARPUS, WHO SERVED AS A DEDICATED LIBRARY TRUSTEE FROM 1989-2021

Trustee Karpus passed away unexpectedly on November 14, 2021. All present observed a moment of silence in his honor. After that several people spoke about their memories of Tom and his impact on the library. He will be greatly missed.

APPOINTMENT OF BOARD TREASURER AND SECRETARY

President Voss appointed Trustee Backus to serve as the Board Treasurer and Trustee Severson to serve as the Board Secretary. Trustee Helmers moved the appointments be accepted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2. Deanna will work with the bank to get the necessary signatory paperwork in order.

MINUTES

Approve October 21, 2021 Trustee Orientation Meeting Minutes: Trustee Carey moved the minutes of the October 21, 2021 Trustee Orientation Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve October 21, 2021 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the October 21, 2021 Regular Board 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 October 2021 Financial Statements: Deanna reported operating fund receipts for October 2021 totaled \$18,216. Of that amount \$13,875 was from property taxes and \$3,150 from transition fees. Deanna noted an error on the total transition fee receipt line. A few receipts were coded incorrectly and the total will be changed to \$3,150. Total expenses for October were \$67,088. Trustee Backus moved the October 2021 Financial Statements be approved as corrected. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

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Approve November 18, 2021 Bills: Deanna reported bills for November 18th totaled \$20,284. Of that amount \$15,425 was paid from the Operating Fund, \$3,479 from the Building & Maintenance Fund, and \$1,379 from the Per Capita Grant Fund. Major expenses for the month were \$6,360 to CJ Power for completion of the upper-level lighting transition and initial work on the lower-level project; and \$2,149 to Alarm Detection Service for the annual monitoring and service of our fire alarm and burglar alarm systems. Trustee Helmers moved the November 18, 2021 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported we had two special "Not So Scary Storytimes" in October, with good attendance of 36 total. Staff are planning the January-May program cycle now and we plan to continue to do in-person programming with the COVID safety protocols we have in place. Another Petite Palette Painting Class is scheduled for November 29, with 13 registered. We also have two kids' art programs coming up next week and two Ninja programs in December.

COMMITTEE REPORTS

Building and Grounds: Deanna reported on the HVAC project. The issues regarding payment between the general contractor and the controls contractor have been resolved. The controls contractor will be at the library tomorrow to work on the change order for the VAV boxes that are offline. We are still waiting on the replacement hood and humidity sensor from Carrier. Once all this work is completed the engineers from Kluber will begin the closeout process.

Finance: The levy will be approved tonight.

Personnel and Policy: None.

Fundraising: None.

UNFINISHED BUSINESS

Approve Ordinance 2021-05: An Ordinance Levying Taxes for FY 2021-2022: Trustee Helmers moved the Board adopt Ordinance 2021-05. Motion carried, 4-0. Ayes-Backus, Carey, Helmers, Voss; Nays-0; Absent-Kollman, Severson.

NEW BUSINESS

Approve Material Selection Policy: Deanna presented proposed revisions to the Material Section Policy. The board reviewed and discussed the policy and some additional changes were made. Trustee Carey moved the board approve the revised Material Selection Policy. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Authorize Payments to Mechanical Concepts of Illinois after Certification by Kluber Architects + Engineers: Deanna noted the remaining project costs include the retainage of about \$20,000 and the previously approved change order #3 of about \$10,000. Once all the work is completed

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and waivers are received Kluber will certify the remaining payments. Trustee Backus moved the board authorize payments to Mechanical Concepts of Illinois after certification by Kluber Architects + Engineers. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve Transition to "Fine Free" Library: Deanna noted the library has not been charging fines since we reopened in June 2020 after the COVID shutdown. She feels this has been a customer service win-win for us. She wants our patrons to have positive experiences at the library and positive interactions with our staff. Fines are also a financial burden which keep some people from using the library. Going "fine free" is a national trend in libraries. Deanna noted that Sandwich, Oswego, Naperville and Chicago public libraries are fine free. To date one third of the libraries in the PrairieCat consortium have transitioned to the fine free environment. Trustee Helmers moved the board approve transition to a "Fine Free" Library. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Authorize Payment of December 2021 bills: The library board does not meet in December, so payment of the bills is authorized in advance. Trustee Backus moved the Board authorize payment of the December 2021 bills. 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, 1/20/2022

Denise Helmers, Secretary Pro Tem