

**PLANO COMMUNITY LIBRARY DISTRICT
JANUARY 20, 2022 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 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.

MINUTES

Approve November 18, 2021 Levy Hearing Minutes: Trustee Carey moved the minutes of the November 18, 2021 Levy Hearing be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve November 18, 2021 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the November 18, 2021 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

The board received thank you cards from the family of Trustee Tom Karpus.

FINANCIAL REPORT

Approve November 2021 Financial Statements: Trustee Backus reported Operating Fund receipts for November 2021 totaled \$10,376. Of that amount, \$6,530 was from property taxes and \$3,150 was from transition fees. Total Operating Fund expenses for November were ~~\$12,073~~ ^{\$10,495}. Trustee Helmers moved the November 2021 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve December 16, 2021 Bills: Trustee Backus reported bills for December 16th totaled \$40,466. Of that amount, \$33,269 was paid from the Operating Fund, \$3,933 from the Building & Maintenance Fund, \$3,014 from the Per Capita Grant Fund, \$150 from the Donation Fund, and \$101 from the Memorial Fund. Major expenses for the month were \$11,240 to CJ Power for the lower level LED lighting transition, \$6,671 to Tee Jay Service for the front doors, and \$5,375 to Brian Zabel for the annual audit. Trustee Carey moved the December 16, 2021 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve December 2021 Financial Statements: Trustee Backus reported Operating Fund Receipts for December 2021 totaled \$23,507. Of that amount, \$19,487 was from replacement taxes and \$3,150 was from transition fees. Total Operating Fund expenses for December were \$53,222. We are halfway through the year and have received about 101% of the budgeted

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receipts and are at 43% of the budgeted expenditures. Trustee Helmers moved the December 2021 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve January 20, 2022 Bills: Trustee Backus reported bills for January 20th totaled \$21,984. Of that amount, \$14,984 was paid from the Operating Fund, \$3,091 from the Building & Maintenance Fund, \$3,874 from the Per Capita Grant Fund, and \$36 from the Memorial Fund. Major expenses for the month were \$3,644 to PrairieCat, \$3,028 to Constellation for electricity, and \$2,676 to Children's Plus. Trustee Backus moved the January 20, 2022 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported the Per Capita Grant application has been submitted. In November and December we continued to hold both in-person and Zoom programs for kids and adults. Staff feel that we can continue to safely offer in-person programs with the COVID safety protocols we have in place. The January-May newsletter was sent to homes and Deanna reviewed several upcoming programs. The vending machine company has removed the machines because sales at our location were not sufficient to cover their cost. Randy Struthers, Circulation Manager, celebrated his 17th anniversary in December. The library's attorney reviewed our COVID-19 Patron Conduct Policy and indicated it is in good order. The attorney recommends changes to the Public Comment Policy. This will be on the agenda for the February meeting.

COMMITTEE REPORTS

Building and Grounds: Deanna reported the LED lighting transition has been completed.

Finance: The committee will need to meet to revise the FY 2021-2022 budget.

Personnel and Policy: None.

Fundraising: Several Christmas Tea Recipe Books have been sold.

UNFINISHED BUSINESS

Update on HVAC project: Deanna provided a project update. The replacement hood and humidity sensor have been installed. The work for change order #3 has been completed. The engineers were on site to check the punch list. There are still several issues that need to be resolved.

NEW BUSINESS

Bond Debt Payment Due February 1, 2022: Deanna noted the payment of \$461,825.00 was made on January 19. This is the last payment of the 20-year bond issue that was approved in 2002.

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Statement of Economic Interest due May 1, 2022: Trustees were provided instructions for filing the statement online.

Approve Payment(s) to Mechanical Concepts of Illinois, Inc: Deanna noted in November 2021 the board approved payment to Mechanical Concepts once the payment(s) were certified by Kluber. At this time we still do not have certified payment requests. The remaining amounts of \$22,719.83 for retainage and \$11,199.30 for change order #3 will be paid after certification by Kluber Inc.

Approve Policy for Employee Compensation during Coronavirus Pandemic: This policy grants paid sick time to all employees for COVID-19 related reasons through December 31, 2022. Trustee Carey moved the board approve the policy. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Discuss Trustee Vacancy: The trustee vacancy will be posted in the library and on the library's website.

OTHER

Committee Assignments: Trustee Helmers will serve on the Building & Grounds and Finance Committees.

Follow-up Regarding Material Selection Policy: Deanna spoke about the recent nationwide trend of challenges to materials in schools and public libraries, and the types of material typically challenged.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:49 p.m.

Minutes submitted by Deanna Howard

Approved as corrected, 3/17/22

Gogh Sun