

**PLANO COMMUNITY LIBRARY DISTRICT
MARCH 17, 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, Denise Helmers, Natalie Kollmann, and Gayle Severson. Library Director Deanna Howard was also present.

Trustee Voss welcomed Patricia Schwartz to the meeting. Mrs. Schwartz introduced herself to the board and expressed her interest in the trustee vacancy. Mrs. Schwartz has lived in Plano over 20 years and was a librarian at the Aurora Public Library. Board members also introduced themselves.

MINUTES

Approve January 20, 2022 Regular Board Meeting Minutes: Trustee Backus noted a correction needed to the minutes regarding the financial report. November ~~receipts~~ ^{expenditures} were changed from \$12,073 to \$50,495. Trustee Carey moved the minutes of the January 20, 2022 Regular Board Meeting be approved as corrected. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve January 2022 Financial Statements: Trustee Backus reported Operating Fund receipts for January 2022 totaled \$4,307. Of that amount, \$3,500 was from transition fees. Total Operating Fund expenses for January were \$42,851. Trustee Severson moved the January 2022 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve February 2022 Financial Statements: Trustee Backus reported Operating Fund Receipts for February 2022 totaled \$15,078. Of that amount, \$12,289 was from property taxes and \$2,100 was from transition fees. Total Operating Fund expenses for February were \$58,684. Trustee Kollmann moved the February 2022 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve February 17, 2022 Bills: Trustee Backus reported bills for February 17th totaled \$15,066. Of that amount, \$9,403 was paid from the Operating Fund, \$4,757 from the Building & Maintenance Fund, and \$906 from the Per Capita Grant Fund. Major expenses for the month were \$3,052 to Constellation for electric, \$1,930 to Cincinnati Insurance, and \$1,566 to ThyssenKrupp Elevator. Trustee Helmers moved the February 17, 2022 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

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Approve March 17, 2022 Bills: Trustee Backus reported bills for March 17th totaled \$39,815. Of that amount, \$35,367 was paid from the Operating Fund, \$2,755 from the Building & Maintenance Fund, \$1,381 from the Per Capita Grant Fund, and \$21 from the Memorial Fund. Major expenses for the month were \$21,527 to CJ Power for the LED lighting, \$3,285 to FNIC Insurance, and \$2,500 to Constellation for electric. Trustee Backus moved the March 17, 2022 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

DIRECTOR'S REPORT

Deanna reported the 2020 census indicates our library district population is 14,092, an increase of 985 people, or 7.52%. Our library district boundaries include all of Little Rock Township and a small part outside the township that is included in the school district. Deanna reported good attendance at the January Petite Palette painting and February card making classes. She noted registration is low for an upcoming blood drive.

Deanna spent some time helping the PH Miller school librarian with the PrairieCat database and learning how to get their books cataloged. She also went to Plano High School for a tour of the Innovation Center (library) and to meet the librarians. She attended the PH Miller Kindergarten registration session and signed up 45 people for library cards at the event. Christine Savage, one of our Kids' Library Assistants, celebrated her 11th library anniversary in February. Trustees discussed ways which the board might recognize staff anniversaries.

COMMITTEE REPORTS

Building and Grounds: Deanna reported Extreme Exteriors will be completing the work to cover the remaining wood windows on the original building with aluminum. Trustee Kollmann inquired about installing solar panels on the roof. Deanna noted some initial inquiries were made regarding solar panels and we should keep this potential project in mind for the future. The Board previously agreed the next priority for the building is to have the roofs assessed.

Finance: The committee met before the regular meeting to discuss the revised operating budget.

Personnel and Policy: None.

Fundraising: The fundraising committee agreed to set a meeting date to discuss the Christmas Tea and other events.

UNFINISHED BUSINESS

HVAC Project Update: Deanna provided a project update. The balancer has finished their work and we now have a final balancing report. We are waiting on two final things to close out the job: The controls contractor is working with Carrier to get the rooftop alarms to provide the proper alarm description; and we are waiting for closeout documents from Mechanical Concepts. Once all is in order Kluber Architects + Engineers will certify the final payout.

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Approve Payment(s) to Mechanical Concepts of Illinois: None at this time.

Statement of Economic Interest due May 1: Deanna will email the instructions for completing the online form.

Trustee Vacancy: President Voss again thanked Patricia Schwartz for her interest in the trustee vacancy.

NEW BUSINESS

Approve FY 2021-2022 Revised Operating Budget: Trustee Backus reviewed the changes to the budget. Receipts were increased due to replacement tax and transition fee revenues. She reviewed changes to the expenditures budget and noted a correction to the line item for the transfer to the social security fund. Trustee Severson moved the Board approve the FY 2021-2022 Revised Operating Budget. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve Public Comment Policy: The policy presented for approval has been written and recommended by the library's attorney. Deanna reviewed some of the key points of the policy. Trustee Severson moved the Board approve the new Public Comment Policy. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0. Trustee Backus asked how the public would have access to the policy. Deanna will post it on the library's website.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:39 p.m.

Minutes submitted by Deanna Howard

Approval as corrected, 4/21/2022

Gayle Simon