

**PLANO COMMUNITY LIBRARY DISTRICT
APRIL 21, 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, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Natalie Kollmann arrived at 7:02 p.m.

MINUTES

Approve March 17, 2022 Finance Committee Meeting Minutes: Trustee Helmers moved the minutes of the March 17, 2022 Finance Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Approve March 17, 2022 Regular Board Meeting Minutes: Trustee Backus noted a correction to the minutes. Trustee Carey moved the minutes of the March 17, 2022 Regular Board Meeting be approved as corrected. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Approve March 30, 2022 Fundraising Committee Meeting Minutes: Trustee Backus moved the minutes of the March 30, 2022 Fundraising Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Trustee Kollmann arrived.

PUBLIC COMMENT

None.

CORRESPONDENCE

The Plano School District 88 and Plano Education Foundation will dedicate a special bench in honor of Mrs. Helen Smith on Monday, April 25 at 5:30 p.m. at Centennial School. The library received an invitation to the event. Trustees Carey and Severson plan to attend and Deanna will try to attend as well.

FINANCIAL REPORT

Approve March 2022 Financial Statements: Trustee Backus reported Operating Fund receipts for March 2022 totaled \$20,307. Of that amount, \$16,095 was from replacement taxes and \$3,500 from transition fees. Total Operating Fund expenses for March were \$34,544. Trustee Severson moved the March 2022 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve April 21, 2022 Bills: Trustee Backus reported bills for April 21st totaled \$27,901. Of that amount, \$22,787 was paid from the Operating Fund, \$4,037 from the Building & Maintenance Fund, and \$1,078 from the Per Capita Grant Fund. Major expenses for the month were \$6,675 to Extreme Exteriors, \$2,965 to Constellation, \$2,797 to ProQuest, and \$2,605 to Four Seasons Landscaping. Trustee Helmers moved the April 21, 2022 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

**PLANO COMMUNITY LIBRARY DISTRICT
APRIL 21, 2022 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

DIRECTOR'S REPORT

Deanna reported the total number of visitors in March was 3,168. This is the highest number of monthly visitors since February of 2020. Deanna noted good attendance at recent adult and kids' programs. Ilene, one of our Kids' Library Assistants, represented the library at The Plano Area Alliance Supporting Student Success (PAASSS) "Week of the Young Child" event this month. She attended and presented a mini-Rhyme Time and talked to parents about library programs.

Deanna regrettably announced that Kylie Thoms, one of our Circulation Library Assistants, will be leaving the library at the end of July. Deanna felt Kylie has been one of our best hires, has provided great customer service, and will be missed. We will be advertising to fill the vacancy. Deanna informed the board about two recent social media posts. She spoke with the library's attorney about both and shared his legal advice.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: The committee will meet at 6:30 p.m. on May 19 to prepare the FY 22-23 budget.

Personnel and Policy: Will schedule a meeting for the Director's Evaluation.

Fundraising: Matt & Cindy Gruel of Nostalgic Entertainment have been scheduled to perform at the 2022 Christmas Tea. Leslie Goddard has been scheduled for the 2024 Tea.

UNFINISHED BUSINESS

Statement of Economic Interest due May 1: Trustees were reminded the forms are due May 1. There has been some confusion this year because the original link the county sent out was not for the revised form.

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

Trustee Vacancy & Information for Candidates: Deanna noted that she would like to provide candidates for the trustee vacancy with some additional information so they would have a better understanding of the position. She noted that during the new trustee orientation we go into depth about the trustee's duties and responsibilities, role of trustees and staff, and American Library Association statements. The plan is to have this information available to candidates at the May meeting and to appoint a trustee to fill the vacancy at the June meeting.

Trustee Voss welcomed three individuals who have expressed an interest in filling the trustee vacancy. Patricia Schwartz, Hannah Carlson, and John McCartan introduced themselves and spoke about their interest in the position.

**PLANO COMMUNITY LIBRARY DISTRICT
APRIL 21, 2022 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

NEW BUSINESS

Approve FY 2022-2023 Non-Resident Fee: Using the State Library's General Mathematical Formula the fee would be \$170. Trustee Helmers moved the non-resident fee for FY 2022-203 be set at \$170 per year. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:47 p.m.

Minutes submitted by Deanna Howard

Approval as submitted, 5/19/2022

Denise Helmers 5/19/2022