

**PLANO COMMUNITY LIBRARY DISTRICT  
MAY 19, 2022 REGULAR BOARD MEETING  
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:07 p.m. Present were Trustees Christine Backus, Denise Helmers, and Natalie Kollmann. Library Director Deanna Howard was also present. Trustees Cecelia Carey and Gayle Severson were absent.

**APPOINT SECRETARY PRO TEMPORE**

President Voss appointed Trustee Helmers as the Secretary Pro Tempore.

**MINUTES**

Approve April 21, 2022 Regular Board Meeting Minutes: Trustee Kollmann moved the minutes of the April 21, 2022 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Approve April 2022 Financial Statements: Trustee Backus reported Operating Fund receipts for April 2022 totaled \$22,856. Of that amount, \$19,027 was from replacement taxes and \$3,500 from transition fees. Total Operating Fund expenses for April were \$60,441. Trustee Backus moved the April 2022 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve May 19, 2022 Bills: Trustee Backus noted an error on the bill list. All the individual bills are listed correctly, but the amounts for total operating fund expenses and total bills are incorrect. Deanna noted she will correct the bill list later. \$1,260 was paid from the Building & Maintenance Fund, and \$4,979 from the Per Capita Grant Fund. Major expenses for the month were \$12,855 to Cincinnati Insurance for building & contents insurance, and \$1,698 to Envisionware for automation expense. Trustee Helmers moved the May 19, 2022 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

**DIRECTOR'S REPORT**

Deanna reported the total number of visitors continues to be up, over 3,000 in April. This is the second month we've had over 3,000 visitors since March 2020. The Friends of the Library met on May 7 and voted to donate \$1,200 to support library programs. Summer Reading will start on June 1. The Kindergarten and Third Grade Field Trips have resumed. Between the two grades we expect to see about 350 students at the library for a story and a tour. The summer newsletter is at the printer and Deanna highlighted several upcoming programs.

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**COMMITTEE REPORTS**

Building and Grounds: Kluber Architects + Engineers certified a payment of \$13,805.18 to Mechanical Concepts. This payment was made on May 3. Deanna noted a few follow-up items regarding the HVAC system. The date of substantial completion was June 29, 2021. The warranty included in our project from Carrier is one year for parts and labor and 5 years on the compressor. Kluber indicated this was typical and they don't usually recommend an extended warranty on their projects. Carrier does not offer an extended warranty once the units are purchased. The control system has a two year warranty on parts and labor for any equipment they installed. Deanna noted there will be continuing costs associated with the HVAC system even though the rooftop units are new. Only 4 of the approximately 40 VAV boxes in the building were replaced as part of the project. The others are 17 years old and at some point, may need repair or replacement.

Finance: The committee met before the regular meeting to discuss the FY 22-23 operating budget.

Personnel and Policy: Will meet next month for the Director's evaluation.

Fundraising: None.

**UNFINISHED BUSINESS**

Approve Resolution 2022-01: Resolution to Adopt Non-Resident Library Card Fee: The resolution sets the non-resident card fee at \$170 per year. Trustee Kollmann moved the Board approve Resolution 2022-01. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Trustee Vacancy & Information for Candidates: Hannah Carlson has withdrawn her name from consideration as a candidate for the trustee vacancy. She has decided to join the Friends of the Library. Deanna prepared a packet to help candidates have a better understanding of a Library Trustee's duties. These will be distributed to the interested candidates.

**NEW BUSINESS**

Approve FY 2022-2023 Operating Budget: Trustee Backus reviewed the proposed budget. Anticipated receipts total \$798,000. \$714,000 is from property taxes. Replacement tax income is anticipated to be down to \$45,000. Transition fee income is expected to remain stable, at \$30,000. Total expenses are expected to be \$756,500. After transfers to other funds, we anticipate and end of the year balance of about \$10,000. The budget includes funds for the purchase and installation of new public computers. The salary budget includes a 7.5% cost of living increase. Since the library's fiscal year is July 1-June 30 this figure is an average of the 2022 COLA of 5.9% and the 2023 estimated COLA of 8.6%. The salary budget also includes two part-time positions being filled. We budgeted for a 20% increase in health insurance costs. Trustee Backus moved the FY 2022-2023 Operating Budget be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

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Approve overall increase for staff raises, effective June 26, 2022: Trustee Helmers move the board approve a 7.5% increase for staff raises, effective June 26, 2022. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

**OTHER**

None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:32 p.m.

Minutes submitted by Deanna Howard

*Approved as submitted, 6/16/22  
Denise Helmers*