

**PLANO COMMUNITY LIBRARY DISTRICT
JUNE 16, 2022 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:02 p.m. Present were Trustees Christine Backus, Cecelia Carey, and Denise Helmers. Library Director Deanna Howard was also present. Trustee Natalie Kollmann arrived at 7:05 p.m. Trustee Gayle Severson was absent.

APPOINT SECRETARY PRO TEMPORE

President Voss appointed Trustee Helmers as the Secretary Pro Tempore.

MINUTES

Approve May 19, 2022 Finance Committee Meeting Minutes: Trustee Backus moved the minutes of the May 19, 2022 Finance Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-2.

Approve May 19, 2022 Regular Board Meeting Minutes: Trustee Helmers moved the minutes of the May 19, 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

Trustee Kollmann arrived.

Approve May 2022 Financial Statements: Trustee Backus reported Operating Fund receipts for May 2022 totaled \$27,856. Of that amount, \$24,475 was from replacement taxes and \$1,400 from transition fees. Total Operating Fund expenses for May were \$41,342. Trustee Carey moved the May 2022 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Approve June 16, 2022 Bills: Trustee Backus reported bills for June 16, 2022 totaled \$24,167. Of that amount, \$20,861 was paid from the Operating Fund, \$2,503 from the Building & Maintenance Fund, and \$802 from the Per Capita Grant Fund. Major expenses for the month were \$4,976 for Insurance, \$4,352 to Constellation for energy, and \$1,763 for printing and promotion. Trustee Helmers moved the June 16 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

DIRECTOR'S REPORT

Deanna was excited to report that seven kindergarten and eight third grade classes visited the library in May. We saw about 375 students, teachers, and chaperones during these visits. For some students it was the first time they visited the library. Many were so excited that they

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brought their parents back with them the same day they visited with their class. It was wonderful to have the students here again and get them excited about visiting the library.

Summer Reading started on June 1 and we are very pleased with the number of people participating this year. At this point 265 kids, 29 teens, and 189 adults are registered. We streamlined the summer reading program this year and made the kids, teen, and adult programs all work the same way. We are also signing up teens and adults at the Kids' Library Desk, and due to this change we have three times more adults registered than we usually do. Overall we have had a great start to the summer—we are so glad to see so many people in the library again and programs are going smoothly.

COMMITTEE REPORTS

Building and Grounds: We have received all the final closeout documents for the HVAC project and the final payout should be certified by Kluber soon.

Finance: None.

Personnel and Policy: Met before the regular meeting to complete the Director's evaluation.

Fundraising: The Christmas Tea performers for 2022 and 2024 have been hired. Harpist Melissa Konow will be able to perform at the December 4, 2022 Tea.

UNFINISHED BUSINESS

Appoint Candidate to fill Trustee Vacancy: President Voss selected John McCartan to fill the trustee vacancy. Trustee Carey moved the Board approve the appointment of John McCartan to fill the vacancy. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

NEW BUSINESS

Adopt Ordinance 2022-01, Meeting Schedule Ordinance for FY 2022-2023: Trustee Kollmann moved the Board adopt Ordinance 2022-01. This sets the board meeting schedule for 7pm on the third Thursday of each month, except December, when there is no meeting. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

President Appoints Secretary's Audit Committee for Annual Report: Trustees Voss and Kollman will conduct the Secretary's Audit immediately following the July 21 board meeting.

Authorize Transfer from Corporate Fund to IMRF Fund: Trustee Backus moved \$20,000 be transferred from the Corporate Fund to the IMRF Fund. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

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Authorize Transfer from Corporate Fund to Social Security Fund: Trustee Helmers moved \$10,000 be transferred from the Corporate Fund to the Social Security Fund. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Approve Director's Salary Adjustment, effective June 26, 2022: President Voss reported the Personnel & Policy Committee met and recommends the Board approve a 5% increase. Trustee Helmers moved the Board approve a 5% increase for the Library Director, effective June 26, 2022. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Adopt Ordinance 2022-02, Tentative Budget & Appropriations Ordinance: Trustee Carey moved the Board adopt Ordinance 2022-02. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1. The notice of the August 18 Public Hearing will be in the Plano Record newspaper.

OTHER

President Voss thanked Pat Schwartz for her interest in the Trustee Vacancy.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:21 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 7/21/2022

Ceef Carey