

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

President Jane Voss called the meeting to order at 7:06 p.m. Present were Trustees Christine Backus, Cecelia Carey, and John McCartan. Library Director Deanna Howard was also present. Trustees Denise Helmers, Natalie Kollmann, and Gayle Severson were absent.

APPOINT SECRETARY PRO TEMPORE

President Voss appointed Trustee Carey as the Secretary Pro Tempore.

President Voss welcomed Trustee John McCartan to the board.

MINUTES

Approve June 16, 2022 Personnel & Policy Committee: Trustee Carey moved the minutes of the June 16, 2022 Personnel & Policy Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve June 16, 2022 Personnel & Policy Committee Closed Session: Trustee Backus moved the minutes of the June 16, 2022 Personnel & Policy Committee Closed Session Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve June 16, 2022 Regular Board Meeting Minutes: Trustee Carey moved the minutes of the June 16, 2022 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

PUBLIC COMMENT

None.

CORRESPONDENCE

From the Illinois Secretary of State – The library received an FY 2022 Per Capita Grant in the amount of \$20,785.70. Deanna noted the amount of the Per Capita Grant this year is \$1.475/person. As indicated in our grant application, the funding will be used for collection materials.

FINANCIAL REPORT

Approve June 2022 Financial Statements: Trustee Backus reported June 30th was the end of the Library's fiscal year. Operating Fund receipts for June 2022 totaled \$1,871. Of that amount, \$350 was from transition fees, and the balance was mainly from copy, print, and faxing fees. Total Operating Fund expenses for June were \$48,367. For the year, actual revenues of \$832,704 were about 8% higher than budgeted and actual expenses totaling \$609,369 were at 81% of the budgeted expenses. Trustee Backus moved the June 2022 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

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Approve June 30, 2022 Bills: Trustee Backus reported bills for June 30th totaled \$14,383. Of that amount, \$11,316 was paid from the Operating Fund, \$558 from the Building & Maintenance Fund, and \$2,510 from the Donation Fund. Major expenses for the second half of June were \$3,111 to Constellation for energy and \$1,627 to NICOR. Trustee Carey moved the June 30, 2022 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve July 21, 2022 Bills: Trustee Backus reported bills for July 21st totaled \$13,879. Of that amount, \$12,281 was paid from the Operating Fund, and \$1,598 from the Building & Maintenance Fund. Major expenses for July were \$6,140 to Today's Business Solutions for automation, \$3,736 to PrairieCat, and \$1,239 to TK Elevator. Trustee McCartan moved the July 21, 2022 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

DIRECTOR'S REPORT

Director Howard reported Summer Reading started on June 1, and we've had a great summer so far. As of June 30th we had 314 kids, 39 teens, and 205 adults registered for the program. Deanna felt that several fun programs have been offered and we've had very good program attendance.

Our newest staff member, Erin Kripke, started at the Checkout Desk. Erin previously worked at the Yorkville Library and we're glad to welcome her to our staff. Kylie's last day will be July 23rd.

Deanna noted the Local Author Fair is coming up on Saturday, July 30th. There will be about 14 authors here, and we're hoping for a good crowd. Carolyn Kyle, from Yorkville, installed her art in the gallery.

COMMITTEE REPORTS

Building and Grounds: Deanna reported the final payment of \$24,253.74 for the HVAC project was made on 7/11/2022, the funds have been dispersed to the contractors, and the project is closed out. FNBO will modify the library's loan.

Finance: None.

Personnel and Policy: None.

Fundraising: Trustee Carey noted the Committee should meet in September to work on the details of the Christmas Tea.

UNFINISHED BUSINESS

None.

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NEW BUSINESS

Adopt Ordinance 2022-03: Ordinance Determining to Levy and Additional Tax of .02%: This is an annual ordinance the library passes for Building & Maintenance. Trustee Backus moved the Board adopt Ordinance 2022-03. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve Destruction of Audio Recordings from the Closed Session of the August 20, 2020 Personnel & Policy Committee Meeting: The law requires audio recordings be kept for 18 months, after which time they may be destroyed if written minutes exist. Trustee Carey moved the audio recording from the August 20, 2020 closed session of the Personnel & Policy Committee Meeting be destroyed. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Discuss/Approve Agreement for TMF Management, LLC Abatement of Real Estate Property Taxes: Director Howard noted some key points and the board discussed the agreement. The consensus of the board was to follow the lead of the Plano School District, since they are the largest stakeholders and will be most impacted. Deanna noted the School Board meets next on August 15th. This agenda item will be moved to the Library's August 18th Board Meeting.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:40 p.m.

Minutes submitted by Deanna Howard

*Approved as submitted 8/18/2022
Gayle Simon*