

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 17, 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, Denise Helmers, Natalie Kollmann, and John McCartan. Library Director Deanna Howard was also present. Trustee Gayle Severson was absent.

APPOINT SECRETARY PRO TEMPORE

President Voss appointed Trustee Carey to serve as Secretary Pro Tempore.

MINUTES

Approve October 20, 2022 Regular Board Meeting Minutes: Trustee Kollmann moved the minutes of the October 20, 2022 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve October 2022 Financial Statements: Trustee Backus reported that Operating Fund receipts for October 2022 totaled \$36,650. Of that amount, \$24,704 was from property taxes, \$9,945 from replacement taxes, \$350 from transition fees, and \$1,640 was from interest, copy, print, and faxing fees. Total Operating Fund expenses for October were \$66,667. Trustee Helmers moved the October 2022 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve November 17, 2022 Bills: Trustee Backus reported bills for November 17th totaled \$28,498. Of that amount, \$6,830 was paid from the Operating Fund, \$10,872 from the Building & Maintenance Fund, \$10,447 from the Per Capita Grant Fund, and \$350 from the Donation Fund. Major expenses for the month were \$6,865 to TRICO for repairs, \$4,307 to Children's Plus, and \$3,846 to Baker & Taylor. Trustee Backus moved the November 17, 2022 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

Deanna reported the annual sprinkler alarm and backflow testing were completed last month. Staff are planning the January-May program cycle now and the newsletter should arrive in homes in late December. In October we celebrated the 16th anniversary of Vickie Coveny, our janitor. A book sale is scheduled for November 19-26.

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 17, 2022 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

COMMITTEE REPORTS

Building and Grounds: None.

Finance: None.

Personnel and Policy: None.

Fundraising: The committee is gearing up for the Christmas Tea. The tickets are sold out.

UNFINISHED BUSINESS

Approve Ordinance 2022-04: An Ordinance Levying Taxes for FY 2022-2023: Trustee Kollmann moved the Board approve Ordinance 2022-04. Motion carried, 6-0. Ayes-Helmers, Kollmann, Backus, Carey, McCartan, Voss; Nays-0; Absent-Severson.

NEW BUSINESS

Authorize payment of December bills: The library board does not meet in December, so payment of the bills is authorized in advance. Trustee Backus made the motion to authorize payment of the December 2022 bills. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Committee Assignments: Trustee McCartan will replace Trustee Voss on the Building and Grounds Committee. No other changes were made.

Approve revisions to Employee Compensation during Coronavirus Pandemic Policy: Trustee McCartan moved the revisions be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve Library Closure at 5:00 p.m. the day before Thanksgiving and Employee Compensation: Trustee Carey moved the library's holiday schedule be modified to include closing at 5:00 p.m. the day before Thanksgiving, and that staff who were scheduled to work after 5:00 p.m. be paid for those hours. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Per Capita Grant Requirement: Review *Serving our Public*, Chapters 1-13: The standards were reviewed and the 2023 Per Capita Grant application was discussed. The board agreed to the work that will be done in the ensuing year to meet the *Serving our Public* standards.

Authorize Director to accept proposal for Building Automation System upgrade work at a cost not to exceed \$80,000: Deanna reviewed the problems with the building automation controls, which are now functioning again. The upgrade should take care of any future problems, and Deanna would like to plan for the work in the spring. This motion would allow the repairs to be made if another problem arose before that time. Trustee Helmers moved the board authorize the Director to accept a proposal for Building Automation

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 17, 2022 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

System upgrade work at a cost not to exceed \$80,000. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Discuss Christmas Dinner-December 15, 2022: The board will meet for dinner at Lakeview Grill on Friday, December 16 at 6:30 p.m.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:45 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 1/19/23

Gayle Snow