

**PLANO COMMUNITY LIBRARY DISTRICT
JANUARY 19, 2023 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 Cecelia Carey, John McCartan, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Natalie Kollmann arrived at 7:05 p.m. Trustees Christine Backus and Denise Helmers were absent.

MINUTES

Approve November 17, 2022 Trustee Orientation Meeting Minutes: Trustee Severson moved the minutes of the November 17, 2022 Trustee Orientation Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve November 17, 2022 Levy Hearing Minutes: Trustee Carey moved the minutes of the November 17, 2022 Levy Hearing Minutes be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve November 17, 2022 Regular Board Meeting Minutes: Trustee McCartan moved the minutes of the November 17, 2022 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Trustee Kollmann arrived.

PUBLIC COMMENT

Megan Henderson was welcomed to the meeting. She had no public comment.

CORRESPONDENCE

The Friends of the Library hosted a staff appreciation luncheon. Deanna shared the Thank You notes the Friends gave the staff.

FINANCIAL REPORT

Trustee Backus prepared the financial report and Director Howard presented it.

Approve November 2022 Financial Statements: Operating Fund receipts for November 2022 totaled \$7,420. Of that amount, \$5,824 was from property taxes and the balance was from interest, copy, print, and faxing fees. Total Operating Fund expenses for November were \$51,337. Trustee Carey moved the November 2022 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve December 15, 2022 Bills: Bills for December 15th totaled \$43,561. Of that amount, \$31,327 was paid from the Operating Fund, \$9,508 from the Building & Maintenance Fund, and \$2,726 from the Per Capita Grant Fund. Major expenses for the month were \$8,435 to CJ Power for lighting, \$5,550 to Brian Zabel for the audit, and \$5,275 to TRICO for repairs. Trustee Kollmann moved the December 15, 2022 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

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Approve December 2022 Financial Statements: Operating Fund receipts for December 2022 totaled \$1,458. Of that amount, \$1,191 was from interest and the balance was from copy, print, and faxing fees. Total Operating Fund expenses for December were \$44,699. Trustee Severson moved the December 2022 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve January 19, 2023 Bills: Bills for January 19th totaled \$32,643. Of that amount, \$22,967 was paid from the Operating Fund, \$5,655 from the Building & Maintenance Fund, \$3,652 from the Per Capita Grant Fund, and \$344 from the Donation Fund. Major expenses for the month were \$3,736 to PrairieCat, \$3,600 to Internal Accounting Service, and \$2,598 to Constellation. Trustee McCartan moved the January 19, 2023 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna highlighted several programs in the January–May newsletter. We are continuing to offer these popular and well-attended adult programs: Painting with Petite Palette, Card Making Classes, Medicare Basics, and Crafts to Go. Discover Yoga and the Homeschool Families Meetup are two new programs. We began working with PH Miller School to pull books for each classroom based on their students' interests. Books are selected, checked out to the teachers, and delivered to the school. We celebrated Randy Struthers' 18th year at the library.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: Deanna would like to schedule a meeting at 6:30 p.m. on February 16 to revise the FY 2022-2023 budget.

Personnel and Policy: None.

Fundraising: Sixty-seven people attended the Tea, our first since 2019. We received a lot of positive feedback.

UNFINISHED BUSINESS

Candidates for Trustee Election, April 2023: Deanna reported Secretary Gayle Severson has certified the following candidates for the ballot and the paperwork has been filed at the County:

Six-Year Term (vote for 2): Jane Voss, Cecelia Carey

Unexpired Four-Year Term (vote for 1): Denise Helmers

Unexpired Two-Year Term (vote for 1): John McCartan

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NEW BUSINESS

Statement of Economic Interest due May 1, 2023: Deanna reminded trustees that all trustees will need to file the Statement of Economic Interest for calendar year 2023. They should be receiving the paperwork from the Kendall County Clerk's Office.

Discuss Auditing Services: We have been informed by Brian Zabel & Associates their firm will no longer be serving government auditing clients. Deanna will reach out to Newkirk & Associates for a proposal.

Review Comprehensive Roof Assessment Report and Approve Work for recommended repairs to EPDM roof at a cost of \$10,495.00: The report indicates the shingle roof needs to be replaced and the EPDM roof has a life of 5-10 years with repairs. Trustee Carey moved the Board hire Olsson Roofing for the EPDM roof repairs indicated at a cost of \$10,495.00. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2. Deanna will contact Olsson Roofing for an estimate on the shingle roof replacement so we have a figure for budgeting purposes. Trustee Severson would like the board to also consider the option of a metal roof.

OTHER

None.

ADJOURNMENT

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

Minutes submitted by Deanna Howard

*Approved as submitted, 2/16/23
Gayle Swan*