

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 16, 2023 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

Vice President Cecelia Carey called the meeting to order at 7:01 p.m. Present were Trustees Christine Backus, Denise Helmers, John McCartan, and Gayle Severson. Library Director Deanna Howard was also present. Trustees Natalie Kollmann and Jane Voss were absent.

MINUTES

Approve January 19, 2023 Regular Board Meeting Minutes: Trustee Severson moved the minutes of the January 19, 2023 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve January 2023 Financial Statements: Trustee Backus reported Operating Fund receipts for January 2023 totaled \$28,379. Of that amount, \$25,936 was from replacement taxes, \$350 from transition fees, and the balance was from interest, copy, print, and faxing fees. Total Operating Fund expenses for January were \$55,772. Trustee McCartan moved the January 2023 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve February 16, 2023 Bills: Trustee Backus reported that bills for February 16th totaled \$18,688. Of that amount, \$13,870 was paid from the Operating Fund, \$2,954 from the Building & Maintenance Fund, \$1,830 from the Per Capita Grant Fund, \$11 was credited to the Donation Fund, and \$45 was from staff reimbursements. Major expenses for the month were \$2,574 to Constellation, \$2,191 for computer expense, \$1,444 to Nicor, and \$1,428 to Baker & Taylor. Trustee Backus moved the February 16, 2023 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna noted we had great attendance at our January programs for adults and kids. We are looking forward to our four-week Discover Yoga series. Deanna has submitted the annual Per Capita Grant application, and the annual inspection of all the burglar alarm components has been completed.

COMMITTEE REPORTS

Building and Grounds: Deanna has notified Olsson Roofing they can move forward with the repairs to the rubber roof. Olsson will also prepare a cost estimate for the shingle roof replacement, with options for shingle or metal roofing materials.

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Finance: Trustee Backus has reviewed the two audit proposals the library received. Both firms would prepare the audit according to Governmental Accounting Standards. Trustee Backus feels that the proposal from Mack & Associates is the more fiscally responsible option.

Personnel and Policy: Deanna noted that Di Stout, in our Circulation Department, has announced her retirement. She has been a valuable part of our team for the past 17 years and will be missed. We are hiring for her replacement.

Fundraising: None.

UNFINISHED BUSINESS

Statement of Economic Interest due May 1: Deanna reminded trustees the statement can be filed online.

NEW BUSINESS

Approve FY 2022-2023 Revised Operating Budget: Trustee Backus reviewed the highlights of the revised budget. Income is going up due to increased replacement tax revenue. On the expense side more funds have been allocated to the collection, programs, and computer replacement. The repairs budget has also been increased. Repairs before June 30th may include the HVAC control system replacement and/or shingle roof replacement. Trustee Backus moved the Board approve the FY 2022-2023 revised Operating Budget. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Accept Audit Proposal: Trustee Backus moved the Board accept the audit proposal from Mack & Associates. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

OTHER

Trustee Helmers shared positive feedback she received from a community member about the library. Trustee Backus shared her son's experience with a library when he moved out of state. Deanna noted the credit goes to the community, and their passage of the Building Referendum in 2002. She also noted the significant impact of the grant funding that Speaker Hastert secured for the library.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:15 p.m.

Minutes submitted by Deanna Howard

Approved as submitted 2/16/2023

