

**PLANO COMMUNITY LIBRARY DISTRICT
APRIL 20, 2023 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:37 p.m. Present were Trustees Christine Backus, Ceil Carey, and Natalie Kollmann. Library Director Deanna Howard was also present. Trustees Denise Helmers, John McCartan, and Gayle Severson were absent.

APPOINT SECRETARY PRO TEMPORE

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

MINUTES

Approve March 16, 2023 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the March 16, 2023 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

PUBLIC COMMENT

Megan Henderson suggested the Library offer a “Library of Things” lending collection, like a tool lending library.

CORRESPONDENCE

Trustees received an invitation from Scott Gryder to a Boy Scouts of America event. The library received a notice indicating Mechanical Concepts of Illinois has gone bankrupt. Deanna noted our HVAC project was completed and we are not owed any money. The board reviewed an email correspondence.

FINANCIAL REPORT

Approve March 2023 Financial Statements: Trustee Backus reported Operating Fund Receipts for March 2023 totaled \$12,211. Of that amount, \$8,841 was from replacement taxes, \$1,050 was from transition fees and the balance was from interest, copy, print, and faxing fees. Total Operating Fund expenses for the month were \$58,782. We are three quarters through the fiscal year and have received 97% of the expected revenue and have spent about 59% of the budgeted expenses. Trustee Backus moved the March 2023 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve April 20, 2023 Bills: Trustee Backus reported bills for April 20th totaled \$27,488. Of that amount, \$23,813 was paid from the Operating Fund, \$1,826 from the Building & Maintenance Fund, \$234 from the Per Capita Grant Fund, and \$1,615 from the Donation Fund. Major expenses for the month were \$3,177 to Constellation, \$2,355 to Cincinnati Insurance, and \$2,220 to Runco for office supplies. Trustee Kollmann moved the April 20, 2023 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

DIRECTOR'S REPORT

Deanna announced we have welcomed Maria Hernandez to our staff. She is working at the Checkout Desk. We have issued over 180 Library Road Trip passports and have seen about

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200 people visit our library so far. March adult and kids' programs were well attended. Christine offered two Messy Munchkins programs and 72 people attended. Looking ahead, we are preparing our summer program schedule, designing the newsletter, and planning our Summer Reading Program. We are also looking forward to having all the kindergarten classes visit in May.

COMMITTEE REPORTS

Building and Grounds: The insurance company has identified hail damage to the shingle roof. Deanna will be working with them on this.

Finance: The Finance Committee will meet before the May board meeting to prepare the FY 2023-2024 operating budget.

Personnel and Policy: The committee will be scheduling a meeting to complete the Director's evaluation.

Fundraising: Melissa will play the harp for the tea this year.

UNFINISHED BUSINESS

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

NEW BUSINESS

Resolution 2023-01: Resolution to Adopt a Non-Resident Library Card Fee: Our library used the general mathematical formula to calculate the fee. The new fee would be \$180 per year. Trustee Carey moved the board approve Resolution 2023-01, setting the non-resident fee at \$180 per year. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Trustee Election Results: We have received the certificate of election results from the Kendall County Clerk's Office. Trustees Carey, Helmers, McCartan, and Voss have been elected.

President Appoints Nominating Committee: President Voss appointed Trustees Backus, Kollmann, and McCartan to serve on the nominating committee. They are tasked with presenting a slate of officers for the next two years.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:55 p.m.

Minutes submitted by Deanna Howard

Approved as submitted 5/18/23 Page 2 of 2

Gayle Sison