

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

President Jane Voss called the meeting to order at 7:03 p.m. Present were Trustees Christine Backus, Cecelia Carey, Denise Helmers, and John McCartan. Library Director Deanna Howard was also present. Trustees Natalie Kollmann and Gayle Severson were absent.

APPOINT SECRETARY PRO TEMPORE

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

MINUTES

Approve October 19, 2023 Finance Committee Meeting Minutes: Trustee Backus moved the minutes of the October 19, 2023 Finance Committee Meeting Meeting be approved as corrected. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve October 19, 2023 Decennial Committee Meeting Minutes: Trustee McCartan moved the minutes of the October 19, 2023 Decennial Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

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

Approve October 19, 2023 Fundraising Committee Meeting Minutes: Trustee Backus moved the minutes of the October 19, 2023 Fundraising Committee Meeting be approved as corrected. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve October 2023 Financial Statements: Trustee Backus reported that Operating Fund receipts for October 2023 totaled \$31,251. Of that amount, \$13,128 was from property taxes and \$15,270 from replacement taxes. An error was noted on some of the receipts line items. Deanna will get the financials corrected. Total Operating Fund expenses for October were \$52,950. Trustee Carey moved the October 2023 Financial Statements be approved, with corrections to be made to the receipts line items. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve November 16, 2023 Bills: Trustee Backus reported bills for November 16th totaled \$33,704. Of that amount, \$17,444 was paid from the Operating Fund, \$5,869 from the Building & Maintenance Fund, \$9,481 from the Per Capita Grant Fund, and \$909 from the Donation Fund. Major expenses for the month were \$4,905 to Dynegey for electricity, \$4,788

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to Baker & Taylor for books, and \$4,693 to Children's Plus for books. Trustee Helmers moved the November 16, 2023 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported that in October we partnered with the Plano Historical Society for a program. They spoke about the Plano Harvester and efforts to restore it--seventeen people attended. The annual inspections or certifications of the sprinkler system, fire extinguishers, and backflow devices 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 17th anniversary of Vickie Coveny, our janitor. Sadly, Maria Hernandez, Circulation Library Assistant, will be leaving us due to a move. She has graciously offered to continue to cover some evening and weekend hours for a while. Randy has advertised for the vacancy.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: None.

Personnel and Policy: None.

Fundraising: Trustee Carey provided an update on the Christmas Tea. Melissa Konow is recovering from an injury and may not be able to play her harp this year. Trustees Backus and Helmers will help in the kitchen and make food. There are about 10 tickets remaining.

UNFINISHED BUSINESS

Approve Ordinance 2023-04: An Ordinance Levying Taxes for FY 2023-2024: Trustee Backus moved the Board approve Ordinance 2023-04. Motion carried, 5-0. Ayes-Helmers, Backus, Carey, McCartan, Voss; Nays-0; Absent-Kollmann, 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 Carey moved the board authorize payment of the December 20223 bills. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Per Capita Grant Requirement: Review *Serving our Public*, Chapters 1-13: The standards were reviewed and the 2024 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.

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Authorize Director to submit FY 2024 Per Capita Grant Application: Trustee Helmers moved the board authorize Deanna to submit the FY 2024 Per Capita Grant Application. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve Paid Leave for All Workers Act Policy: The Illinois Paid Leave for All Workers Act goes into effect on January 1, 2024. The board discussed the Act's requirements and reviewed the draft policy. Deanna explained options for frontloading vs accrual, and an optional 90-day waiting period. A statement of clarification will be added to the "Carryover" section. Trustee McCartan moved the Board approved the Paid Leave for All Workers Policy. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve Revisions to Holiday Pay Policy: Deanna presented proposed revisions to adjust the number of hours part time staff is paid. The Board also discussed granting holiday pay for all part time staff. Trustee Helmers moved the Board approve the revisions to the Holiday Pay Policy. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2

OTHER

Trustee Voss remembered Trustee Tom Karpus, who passed away two years ago, and his impact on the library. Kathy Smith, longtime member of the library's Knit & Crochet Group and New Life for Old Bags, passed away on November 14.

PUBLIC COMMENT

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:50 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 1/18/2024

A handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke at the end.