

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 15, 2024 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

Vice President Cecelia Carey called the meeting to order at 7:09 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.

APPOINT SECRETARY PRO TEMPORE

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

MINUTES

Approve January 18, 2024 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the January 18, 2024 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

CORRESPONDENCE

The Library received a Thank You note from the McCartan family. Vice President Carey will sign letters of thanks to the Savion representatives who worked with the library on the donation for the new public computers.

FINANCIAL REPORT

Approve January 2024 Financial Statements: Trustee Backus reported that Operating Fund receipts for January 2024 totaled \$12,873. Of that amount, \$10,480 was from replacement taxes, \$1,593 from interest, and the balance was from fax, copy, print and other income. Total Operating Fund expenses for the month were \$46,400. Trustee Helmers moved the January 2024 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve February 15, 2024 Bills: Bills for February 15th totaled \$23,509. Of that amount, \$16,364 was paid from the Operating Fund, \$6,068 from the Building & Maintenance Fund, and \$1,078 from the Per Capita Grant Fund. Major expenses for the month were \$4,359 to Dynegy for electricity, \$3,287 to Baker & Taylor for books, \$2,823 to Four Seasons Landscaping, and \$2,355 to Cincinnati Insurance for Nonprofit Organization Insurance. Trustee McCartan moved the February 15, 2024 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported that the annual Per Capita Grant has been submitted and we received notice that our application meets the grant requirements. Interviews for the Kids' Library Assistant positions have been completed and two candidates have been hired. The Friends of the Library met on February 3. They will be hosting a staff appreciation lunch next week. The library's annual burglar alarm inspection has been completed.

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Two volunteers are providing two free Technology Help Desk programs each month. Fox Valley United Way conducted their first free developmental screenings at the library this month. The Library Road Trip program runs March 23-April 30.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: The committee met before the board meeting to discuss the revised operating budget.

Personnel and Policy: None.

Fundraising: Trustee Carey reported that Melissa Konow may be able to perform at the 2024 Christmas Tea.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approve FY 2023-2024 Revised Operating Budget: Trustee Backus reviewed the changes to the Operating Budget receipts and expenditures. Trustee Severson moved the FY 2023-2024 Revised Operating Budget be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve revisions to Paid Leave for All Workers Act Policy: Trustee McCartan moved the revisions to the Paid Leave for All Workers Act Policy be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve revisions to the Policy for Employee Compensation during Coronavirus Pandemic: Trustee McCartan moved the policy revisions be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

OTHER

Trustee Helmers recommended a musical group she saw that performs in libraries. Trustee Severson inquired about the Statement of Economic Interest forms.

PUBLIC COMMENT

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:40 p.m.

Minutes submitted by Deanna Howard

Approved as submitted 3/21/24
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